“User Manual Admin Panel”

Nictus Consultation

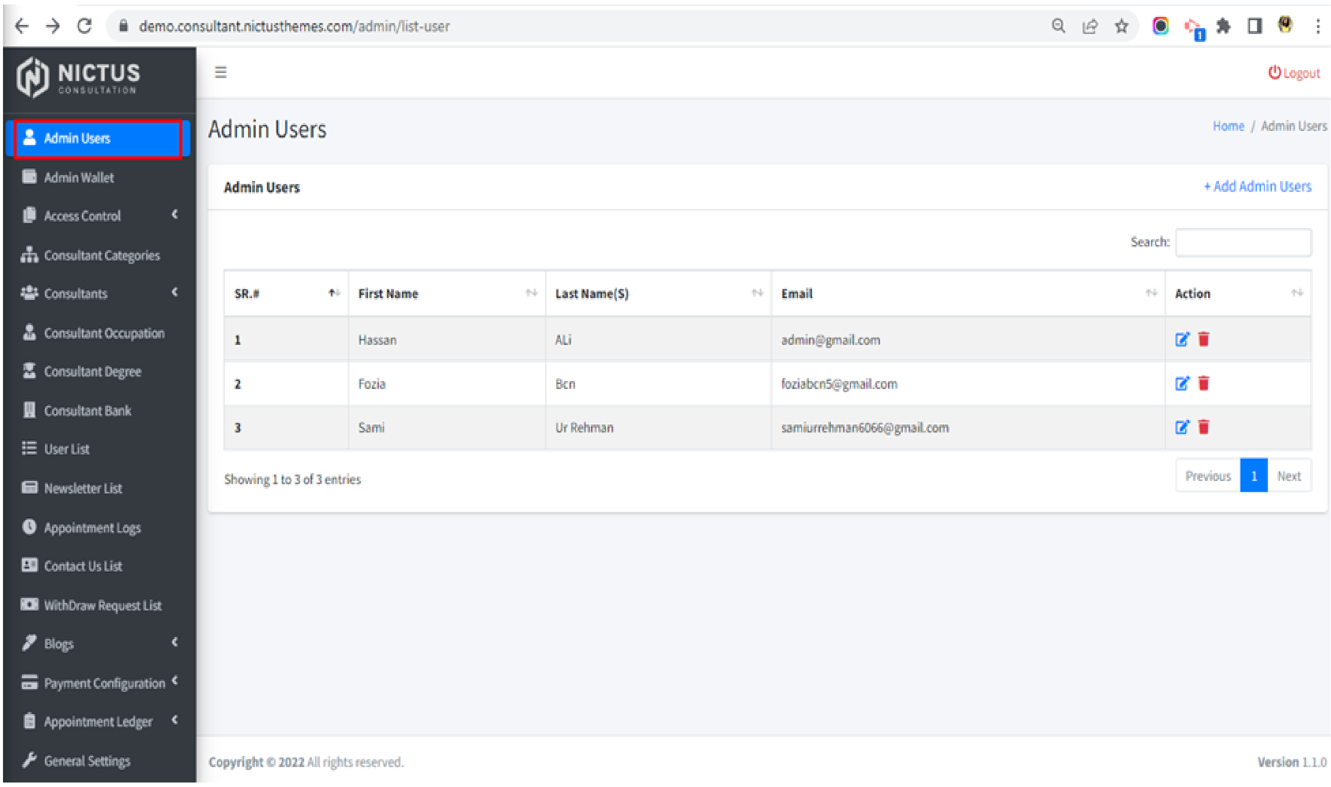
❖Admin Users

Description:

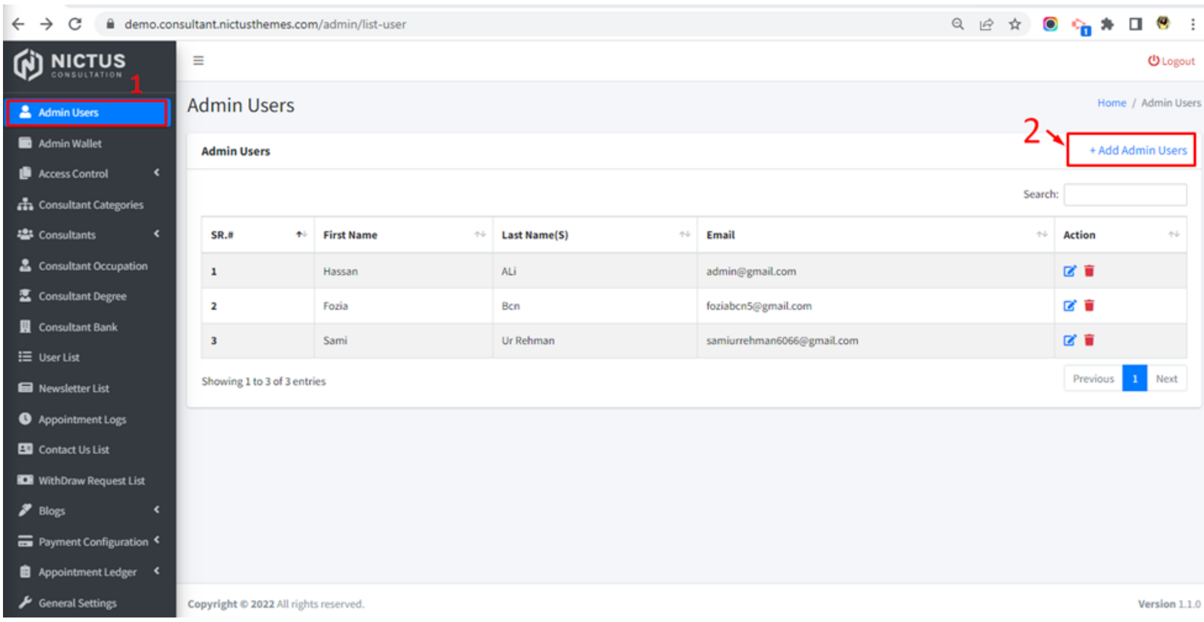
Admin users are responsible for implementing and maintaining security services, such as adding users, building profiles, or managing general site settings .

How to set admin Users:

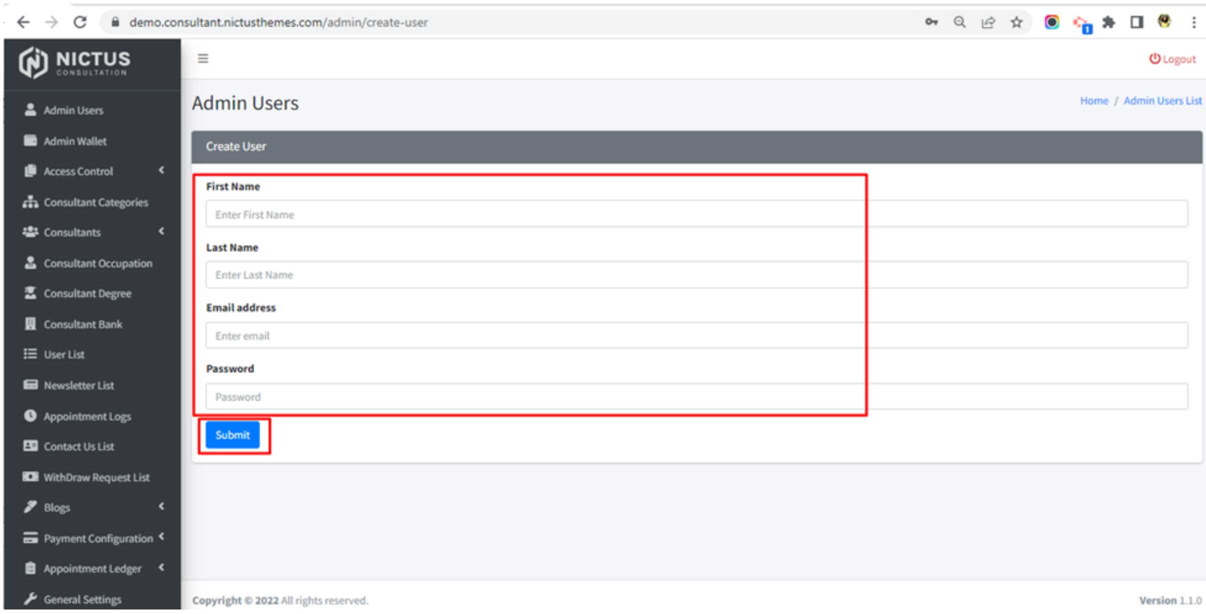
- Click on Admin Users



- Click on Add Admin users



- Fill user detail , Email & password
- Click on submit button

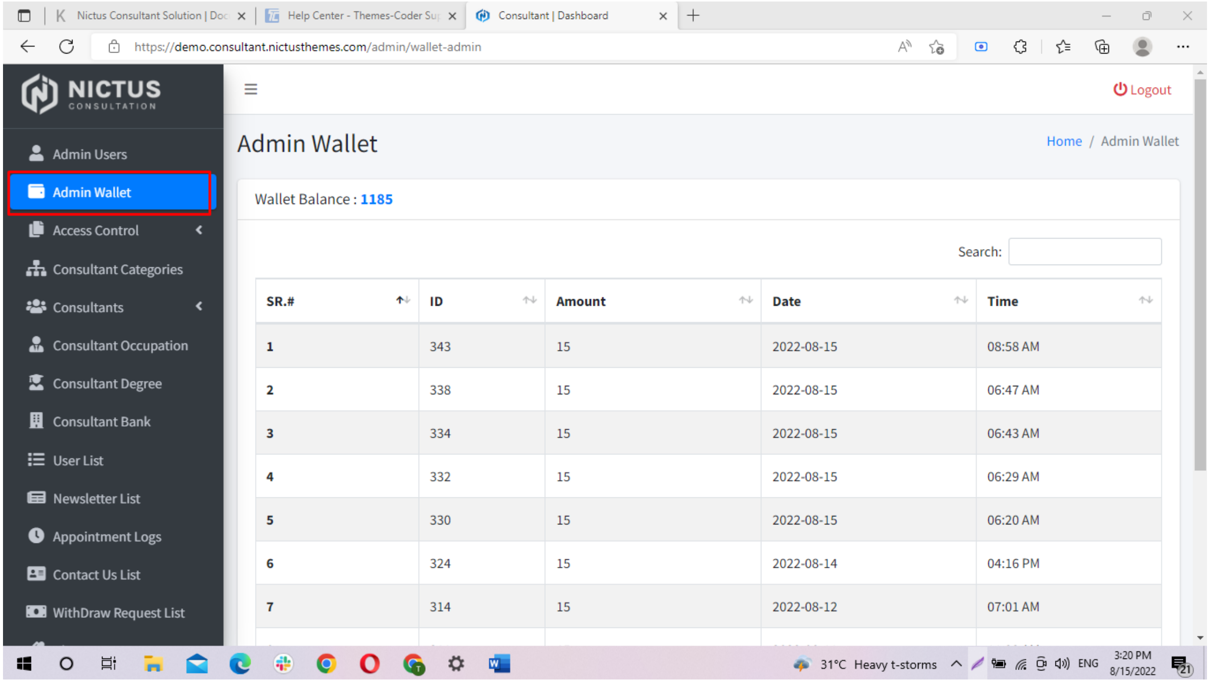


❖Admin Wallet

Description:

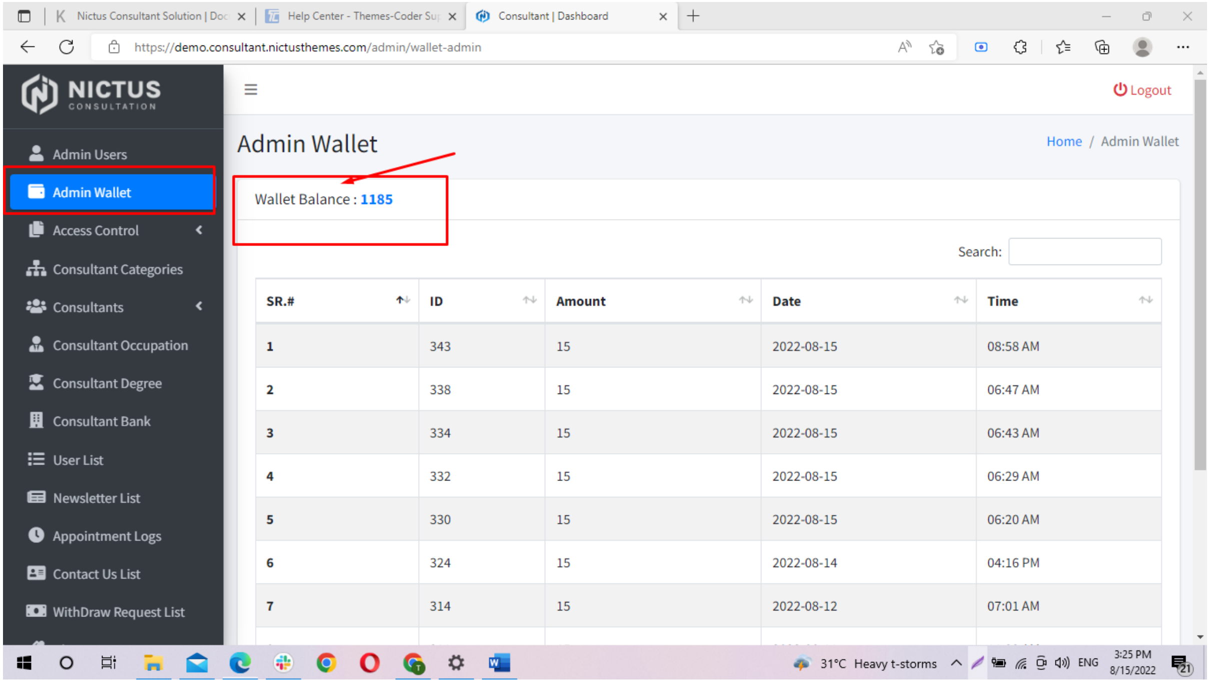
Here in the admin wallet list the admin can check its total balance, and can also check paid amount regarding the appointment id means which Appointment paid the amount and which are pending and can also search the details by ID:

- **Here is the admin wallet index list:**



How to check Balance:

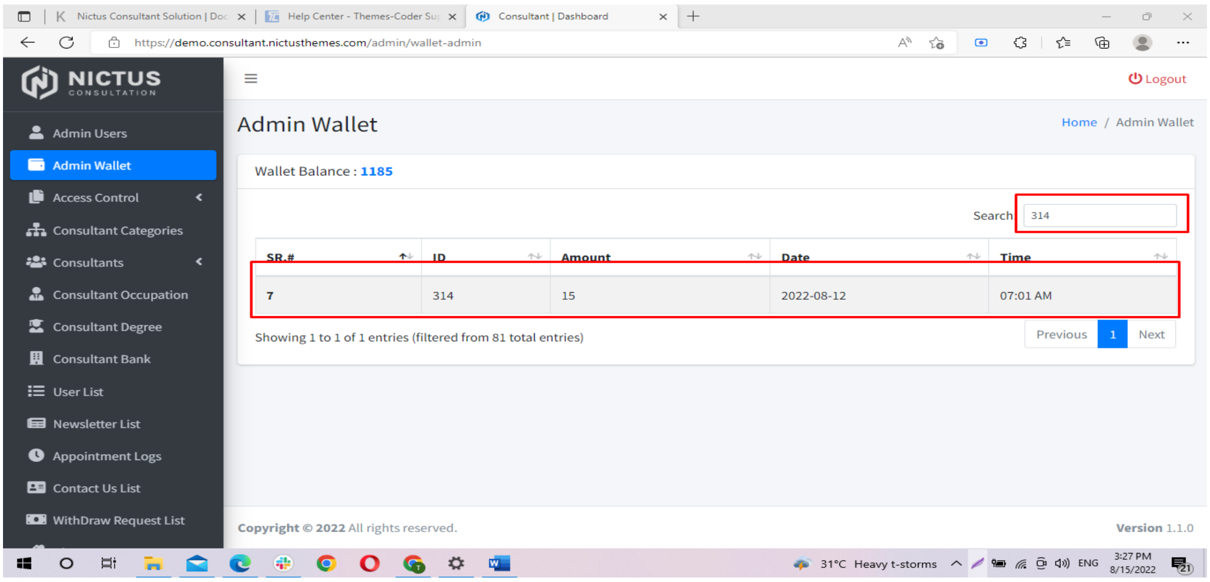
1. Admin will click on Admin wallet button
2. it will show an index list here on top will be the field of wallet Balance



How to Search:

Admin will search through any Appointment ID

1. First,Admin will add ID in search field
2. Then, it will show the related field data in the index list



❖Access Control

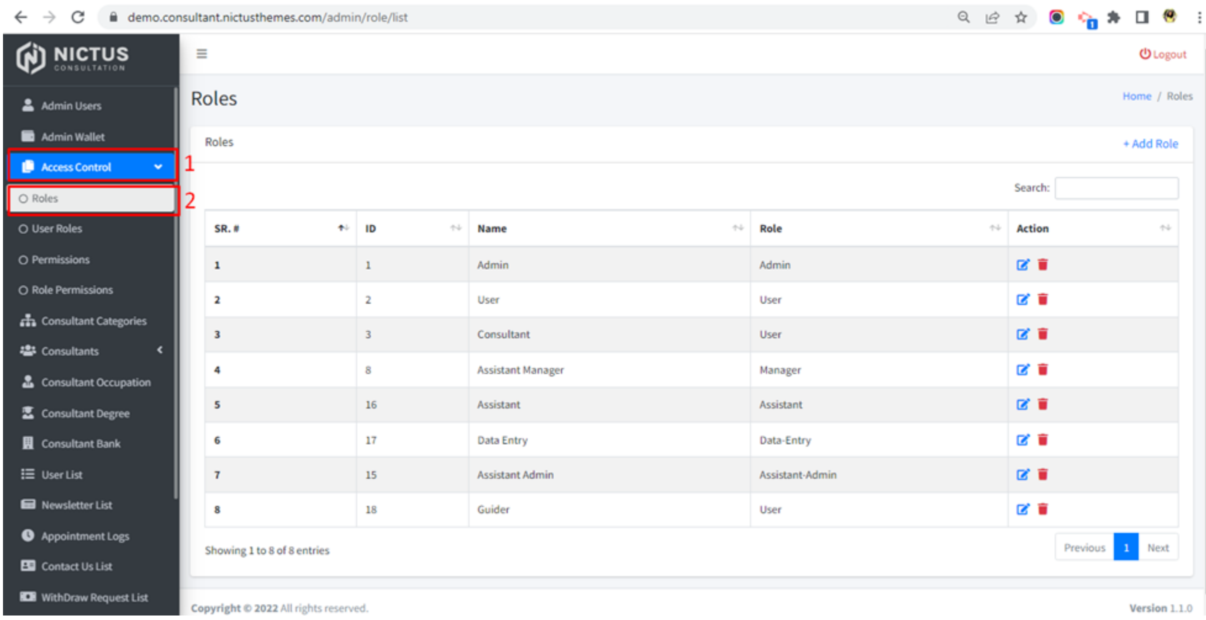
Access Control is the process where a system determines if a specific user has access to a resource

1) Roles

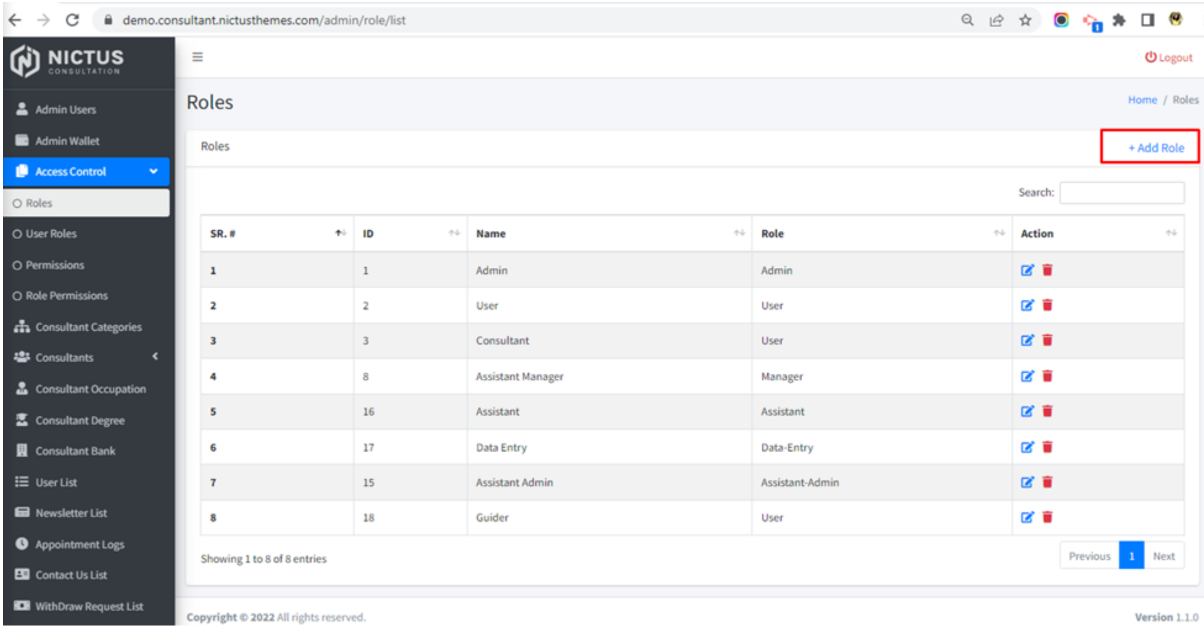
Role-based access control allows users or groups to have specific permissions to access and manage resources

1) Click on Access control

2) Click on Roles

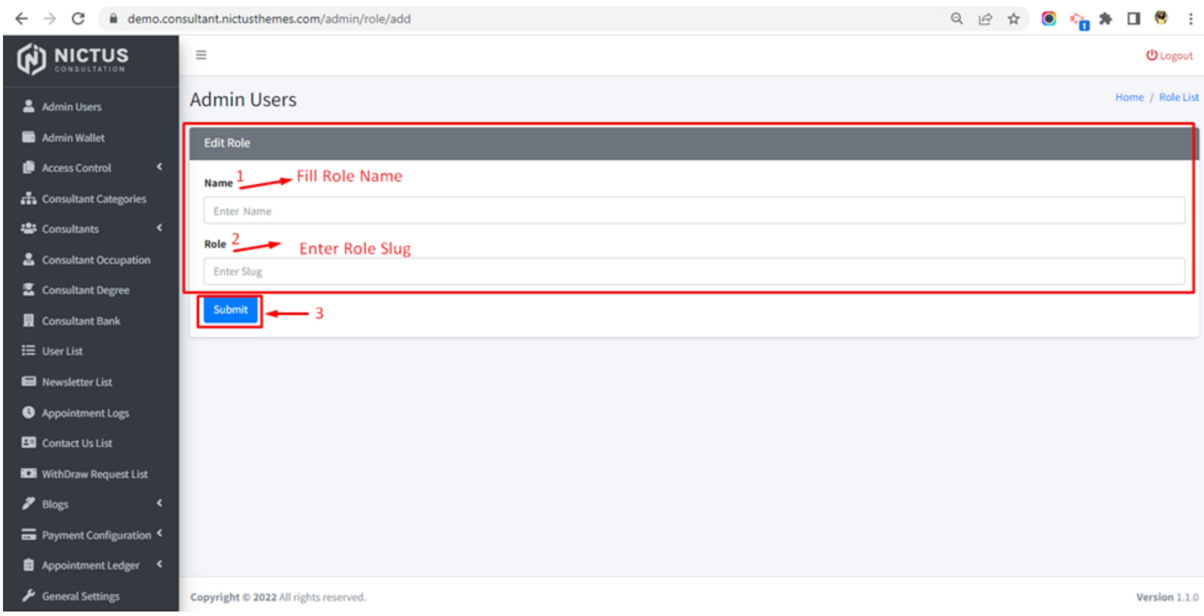


3) Click on Add Role Button :



4) Fill role name & role slug

5) Click on submit button

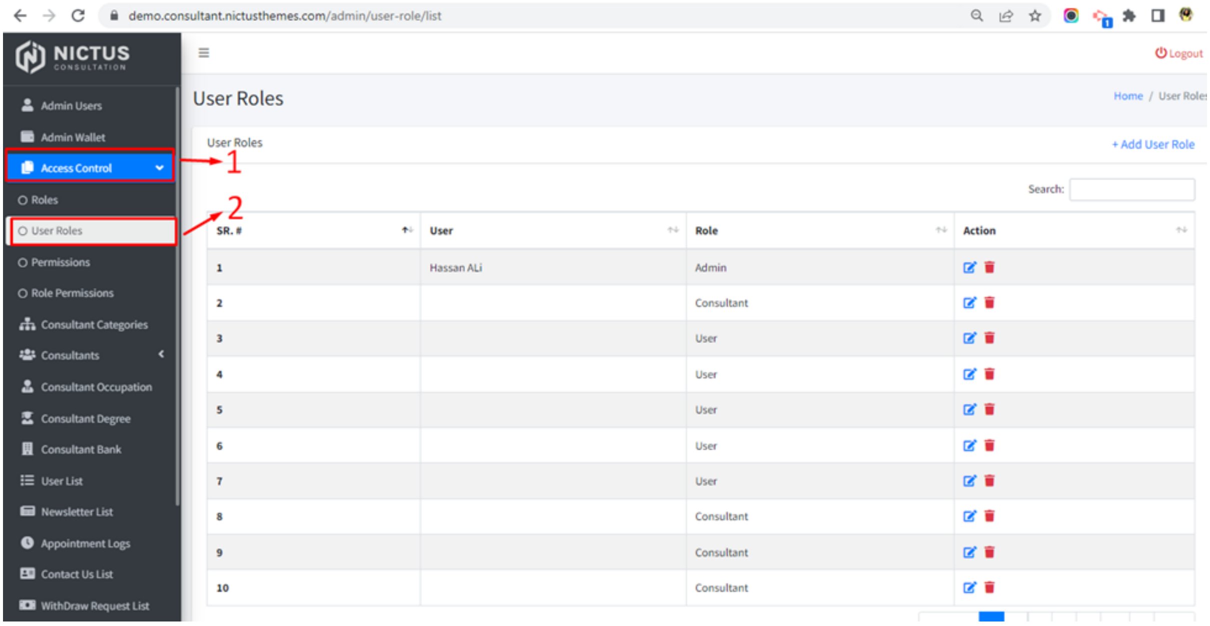


2) User Roles

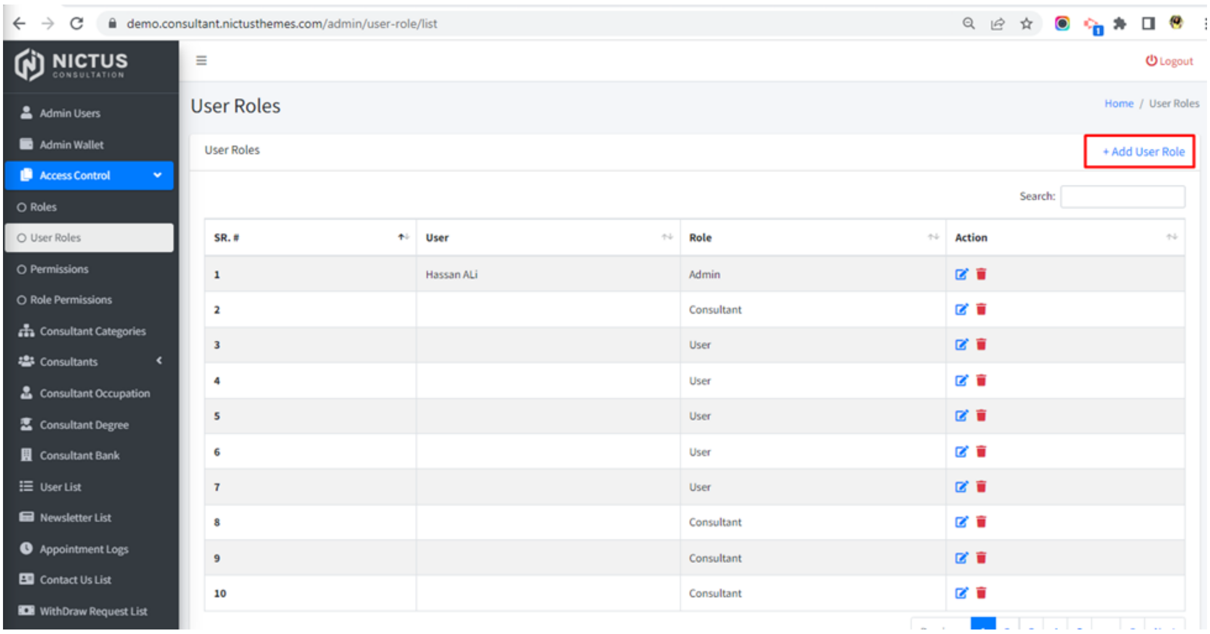
Every user in the system has one or more roles and thus has all the permissions associated with those roles.

1) Click on Access control

2) Click on User roles



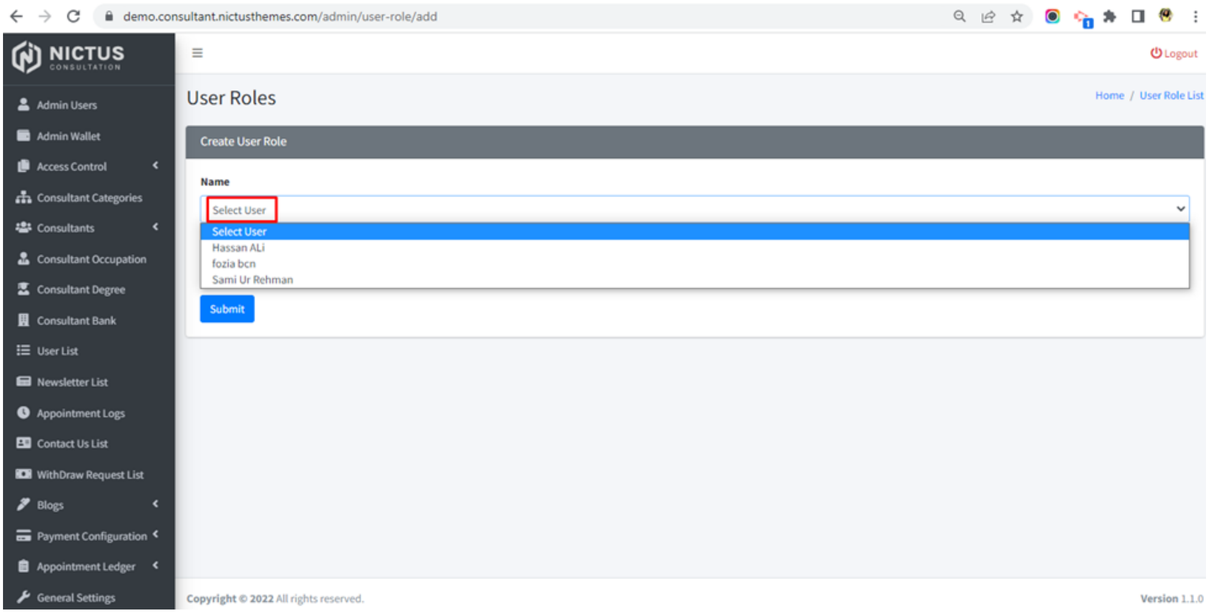
3) Click on Add User Role button to add new user role



4) Select User

5) Select role

6) Click on Submit Button

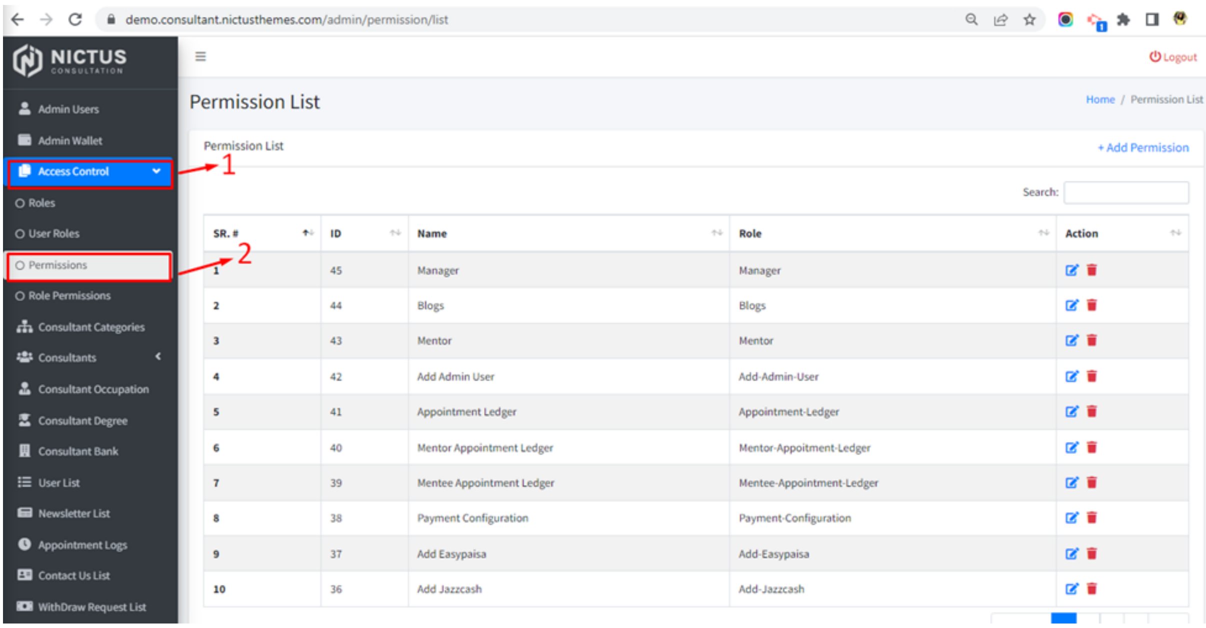


3) Permissions

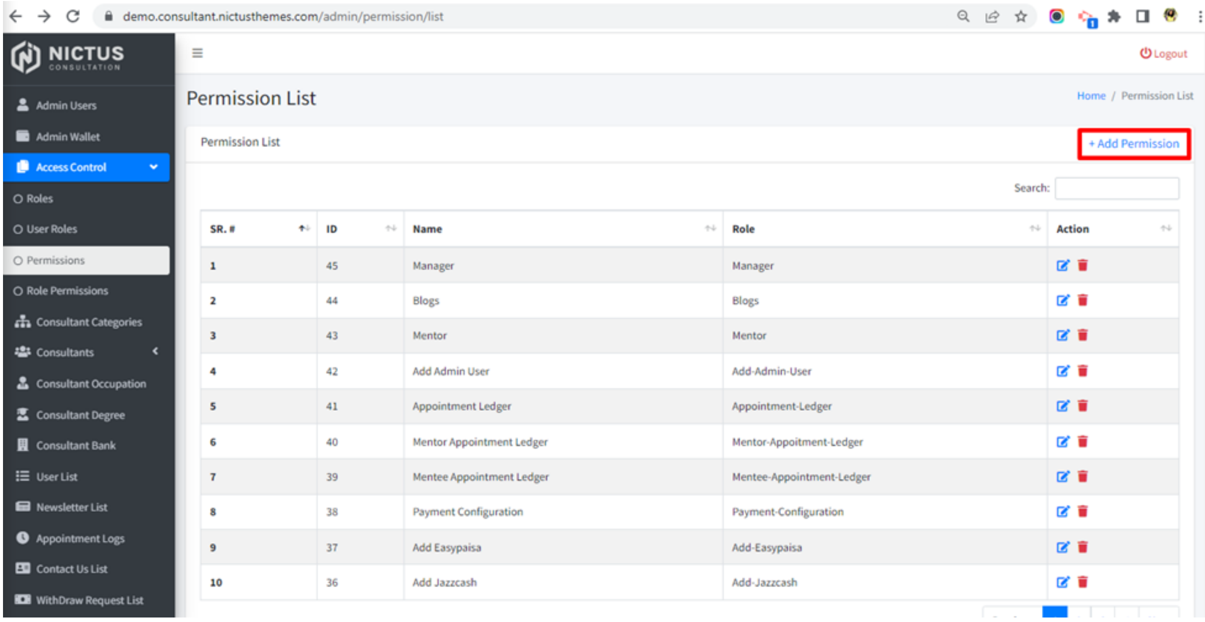
Once we have users, the first step in implementing RBAC is to define a set of permissions (or policies) and associate each permission with a privileged action in your application

1) Click on Access control

2) Click on Permissions



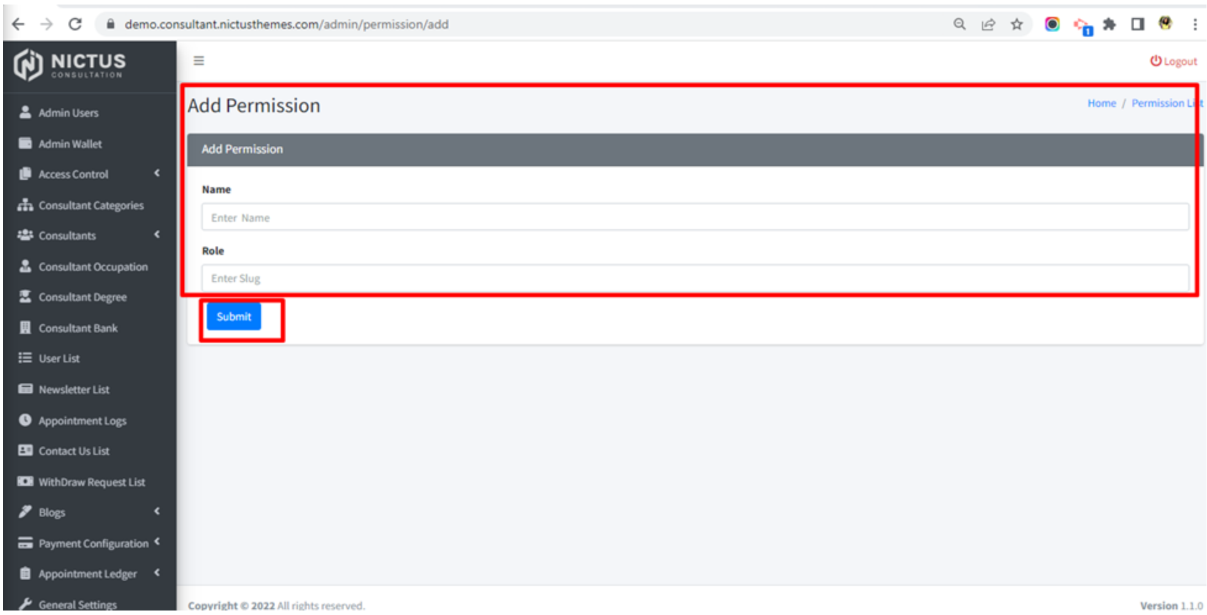
3) Click on Add permission Button



4) Fill Permission name

5) Fill permission role

6) Click on submit button

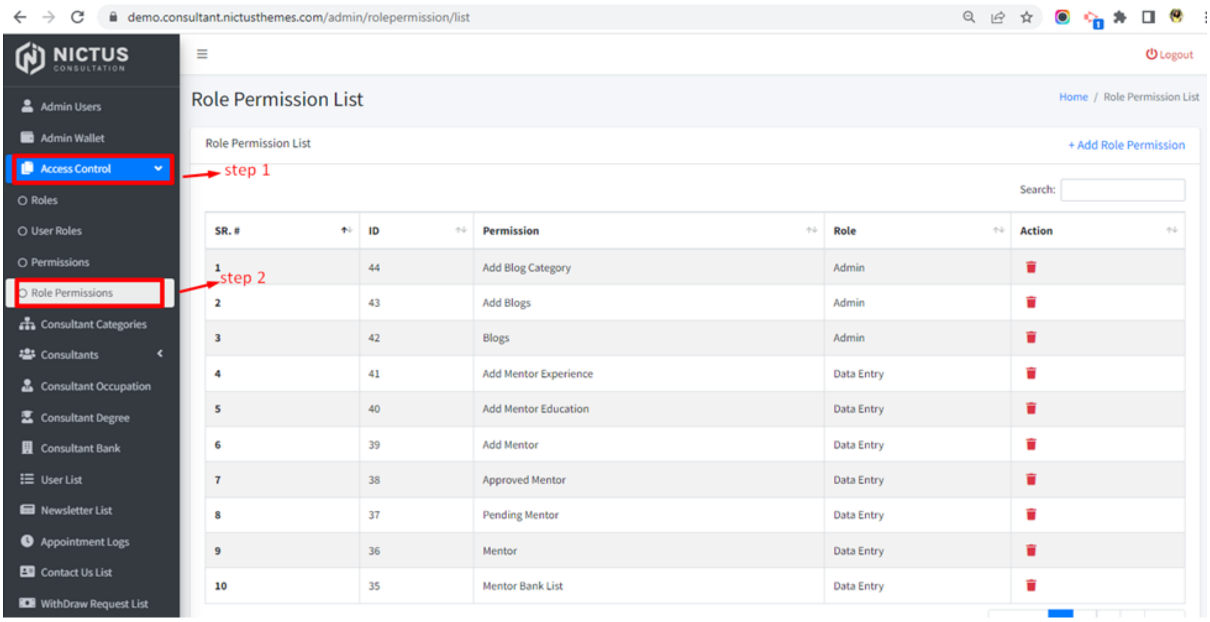


4) Role Permissions

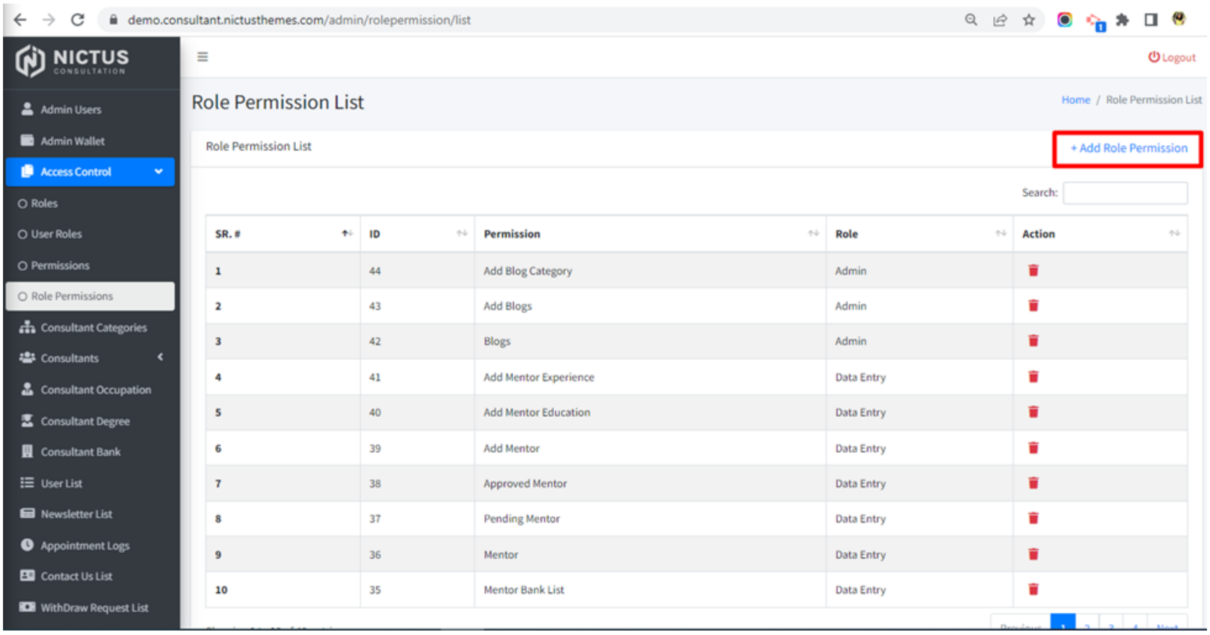
Role-based access control involves assigning permissions to users, based on their role within your organisation. In practice, this means grouping your users into different categories, based on the data and functionality they require.

1) Click on Access Control

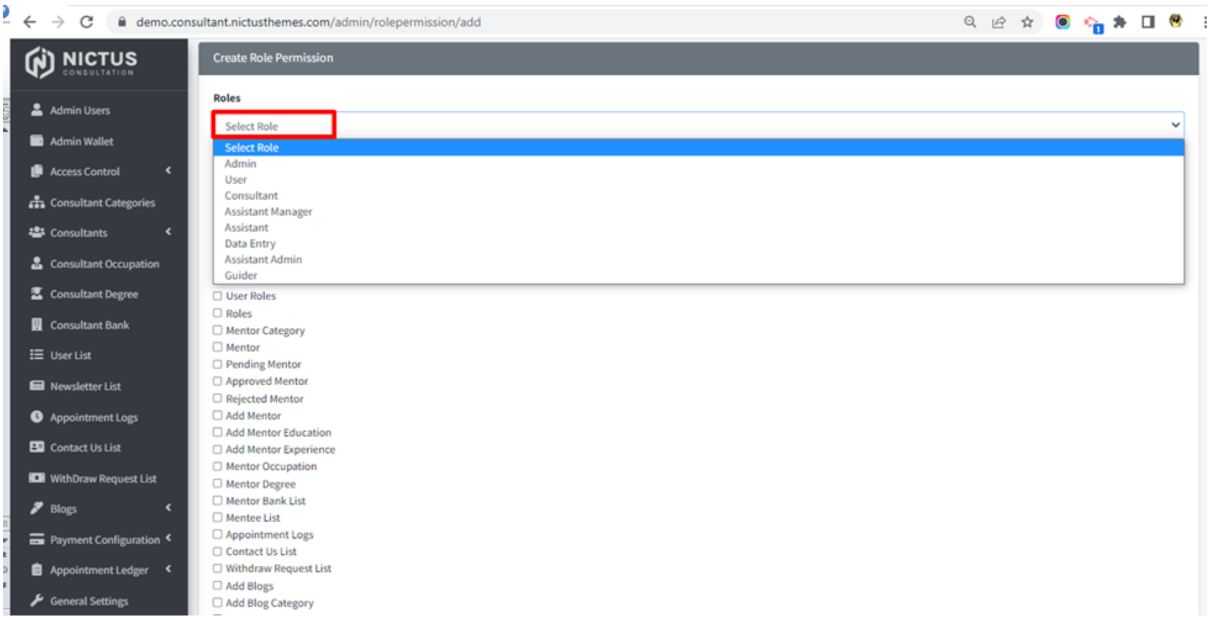
2) Click on Role Permissions



3) Click on Add Role Permission

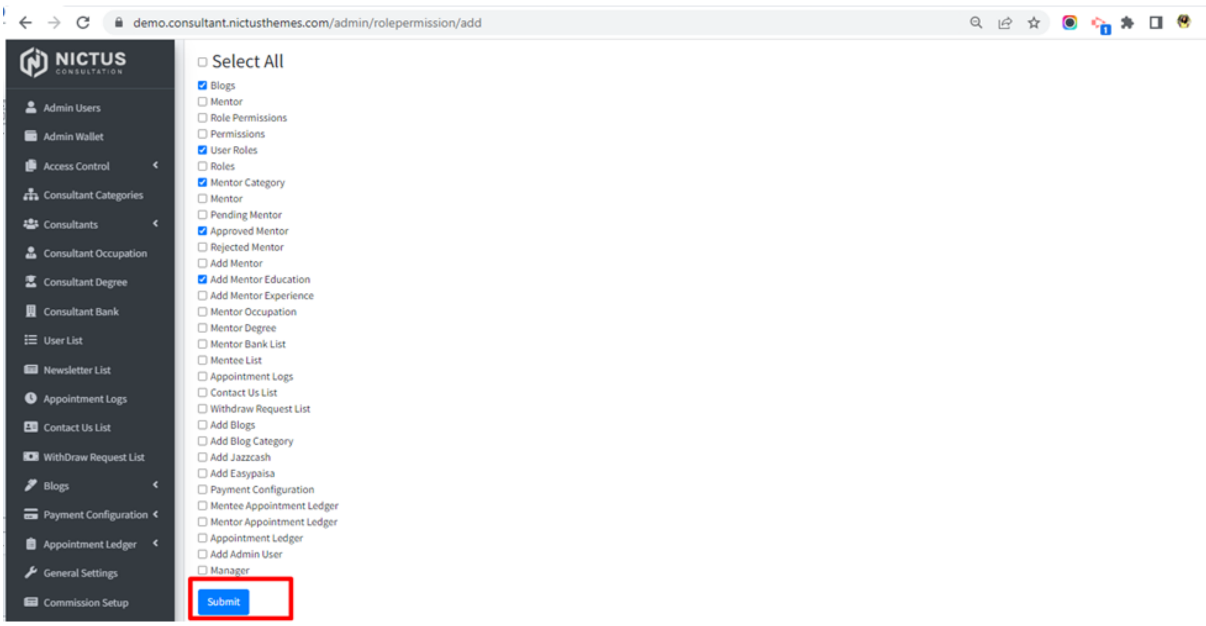


4) Click on select role



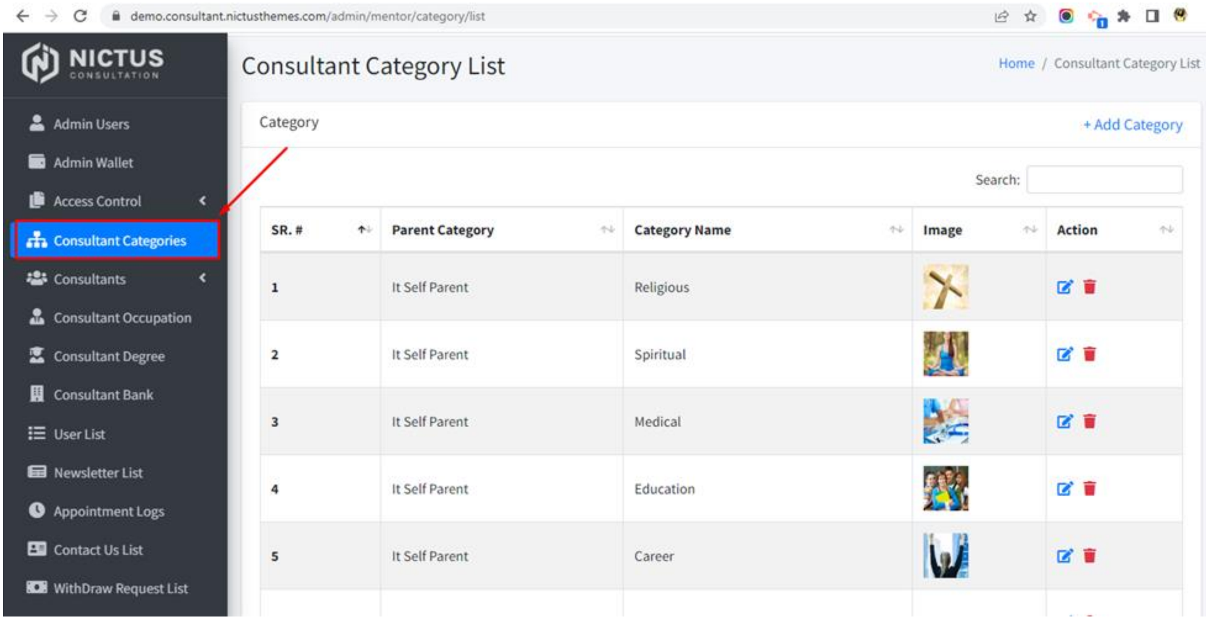
5) Select the permission that allow to the selected User

6) Clink on Submit button



❖Consultant Categories

- This is the index table to view all categories that added from Admin:



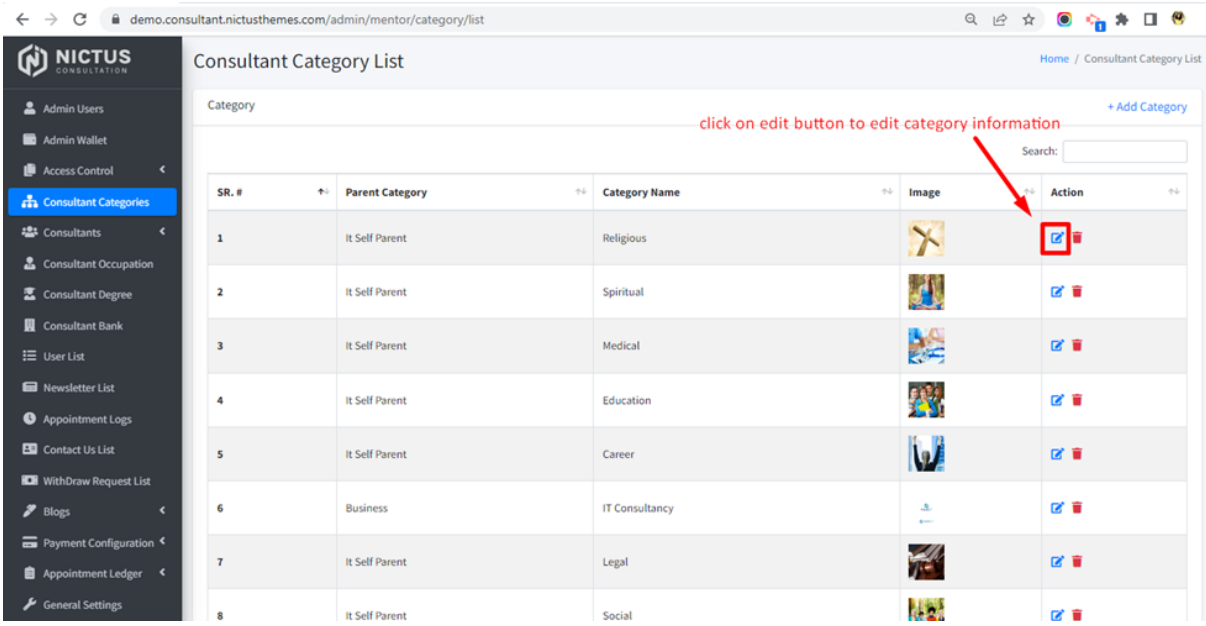
Edit Category detail

1) Click on Consultant Categories

2) Click on Edit button for Edit desire category

3) Edit Details

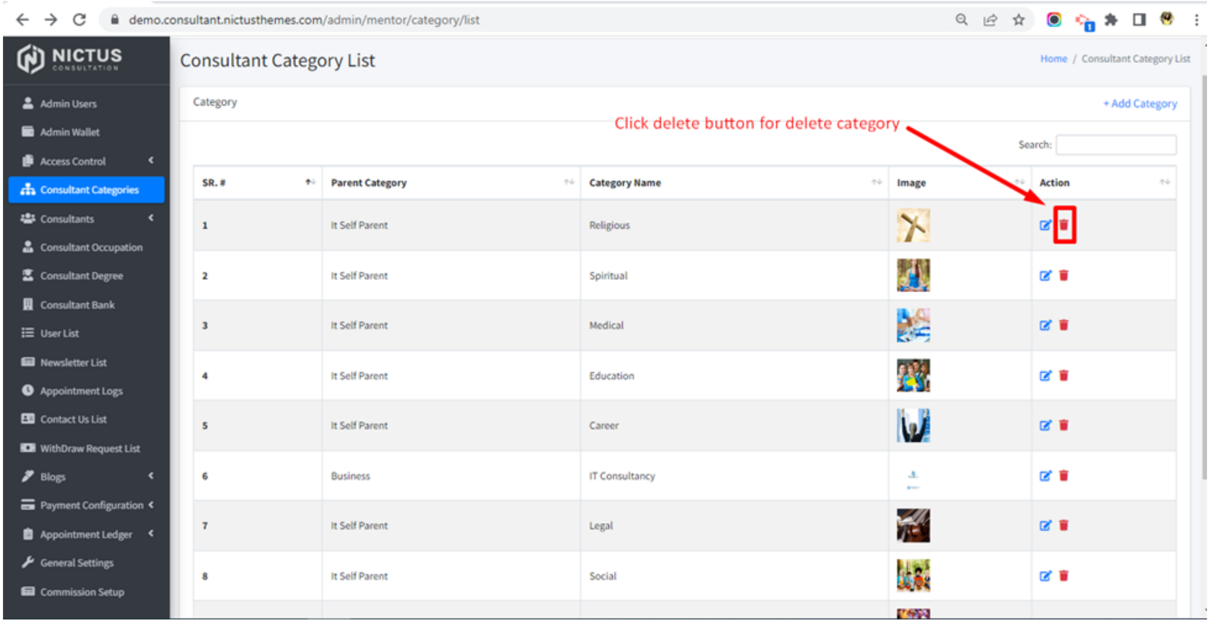
4) Click on submit button



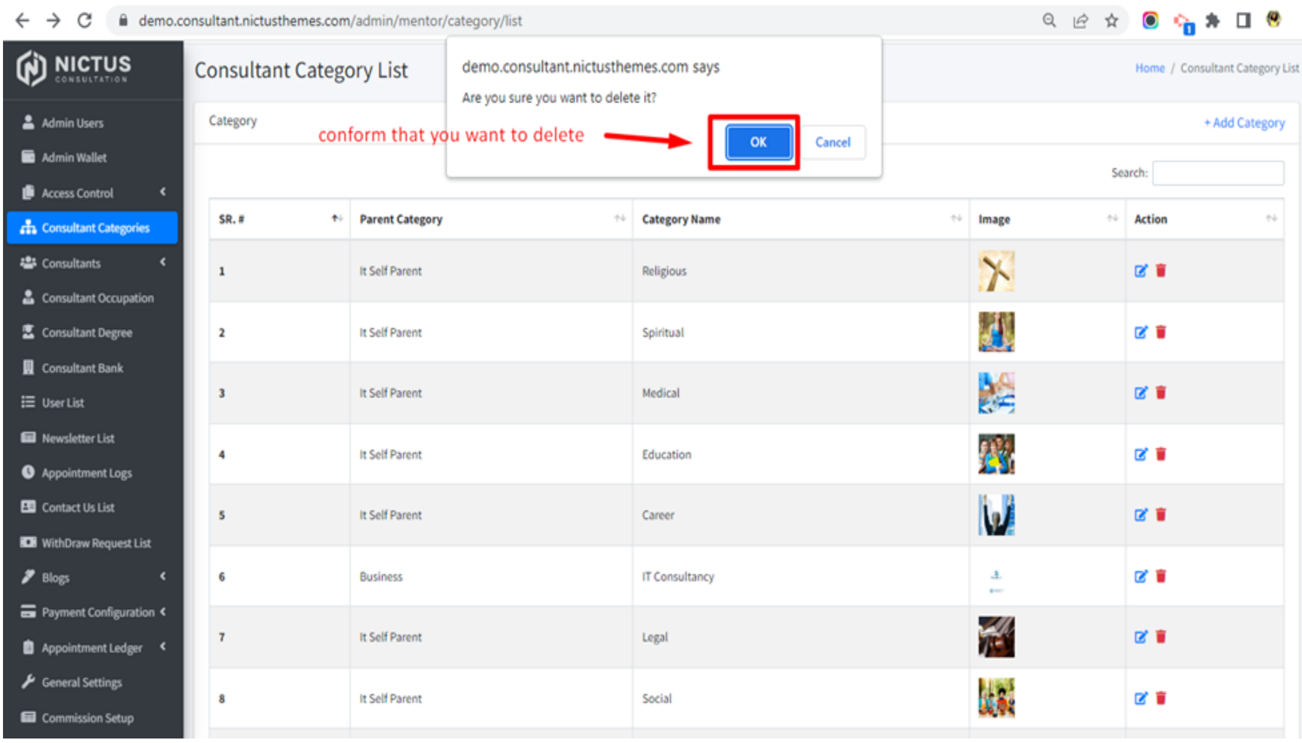
Delete Category

1) Click on consultant categories

2) Click on Delete button for delete desire category



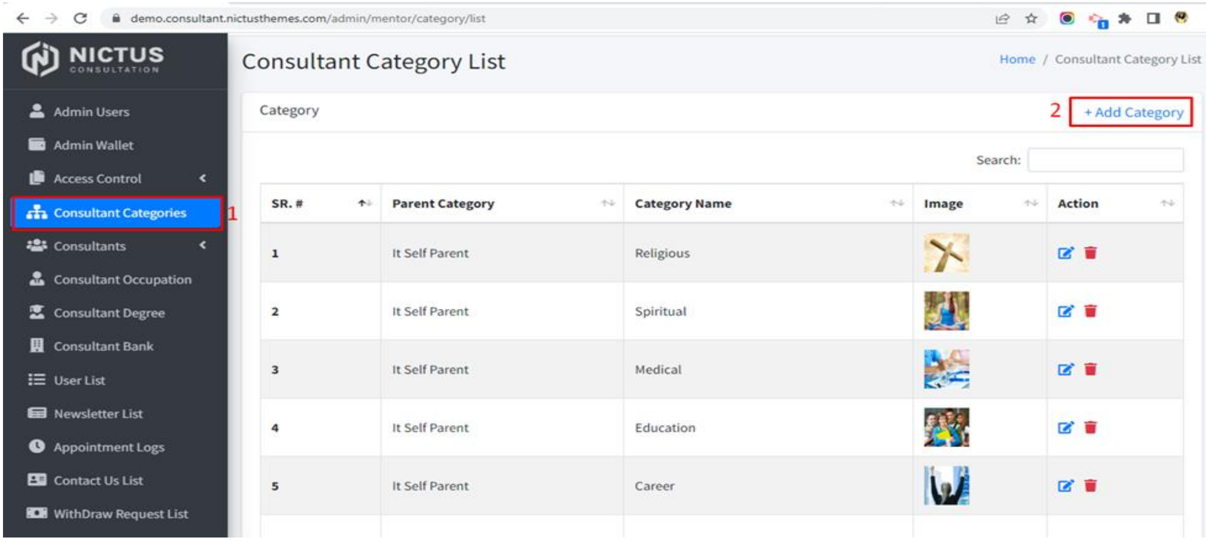
3) Click ok to confirm that if you want to delete category



Add consultant category

1) Click consultant categories

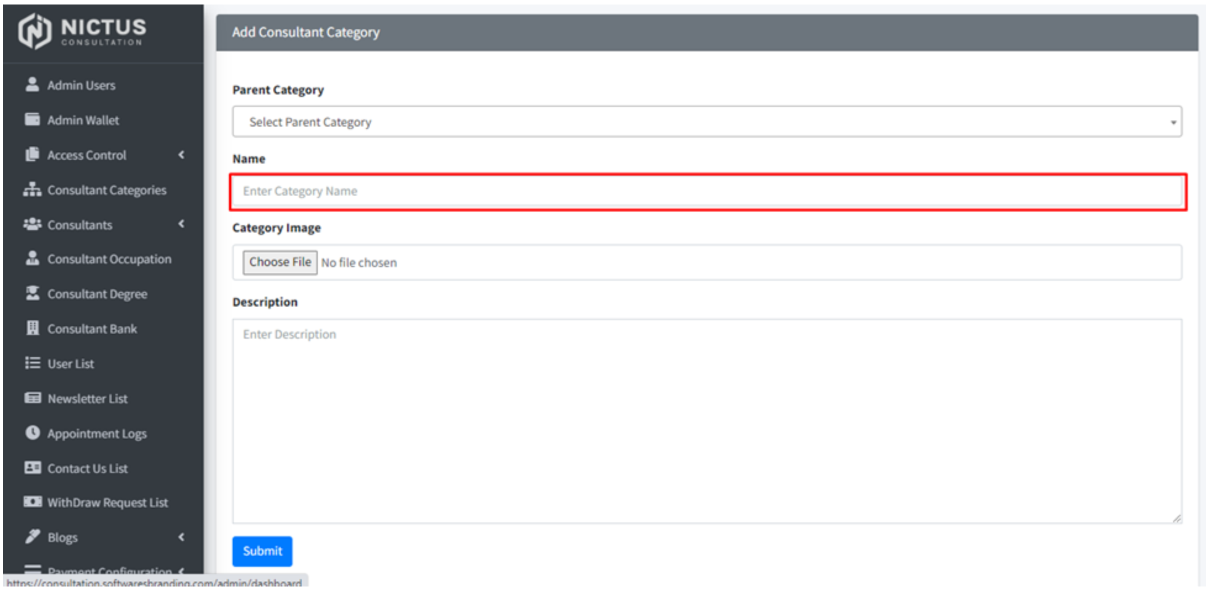
2) Then click add category



Add New parent Category:

If want to add new parent category then follow these steps :

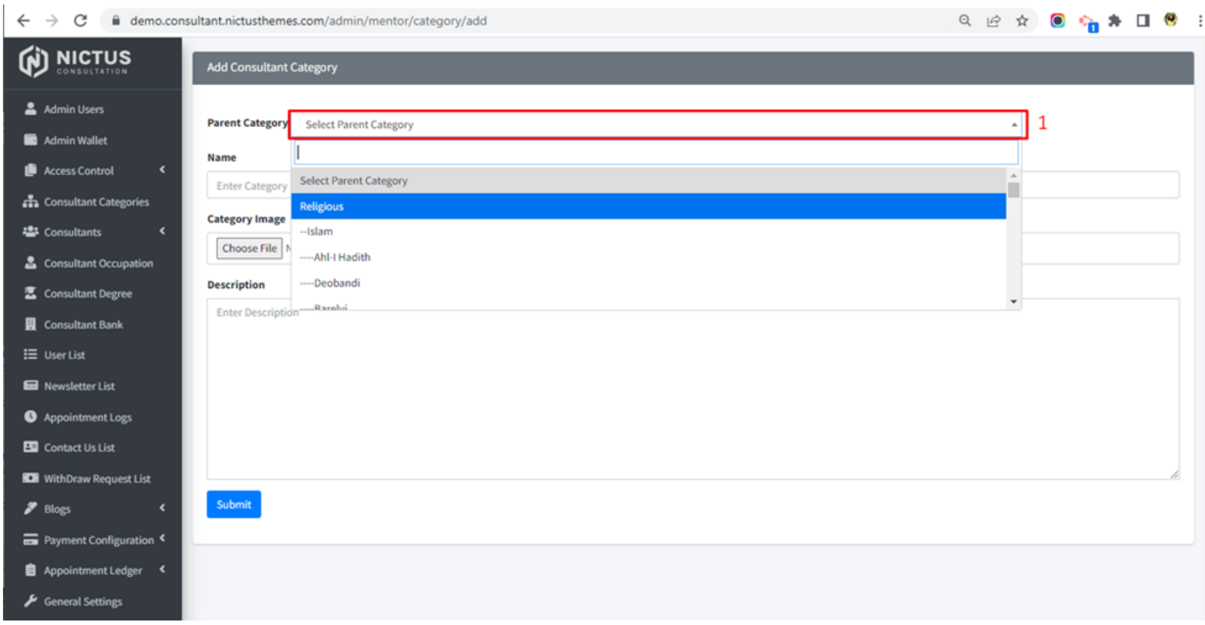
- Add category name
- Upload category image
- Add category description
- Then click on submit



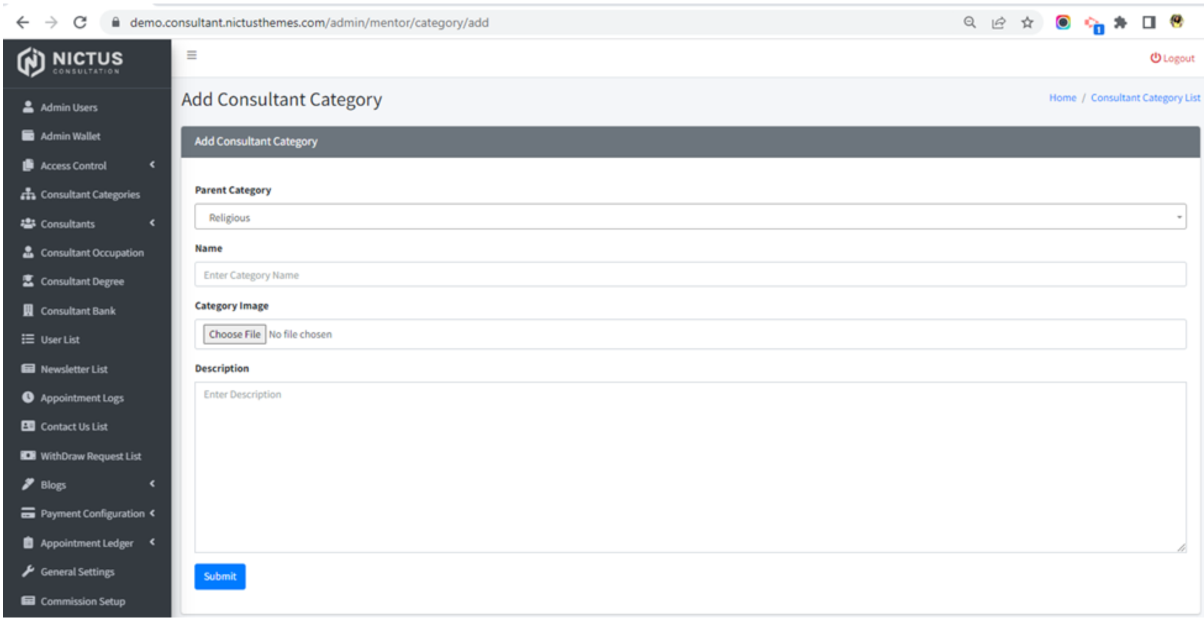
Add New Child Category:

If want to add new child category then follow these steps **:**

- First select parent category



- Add child category name
- Upload category image
- Add category description
- Then click on submit

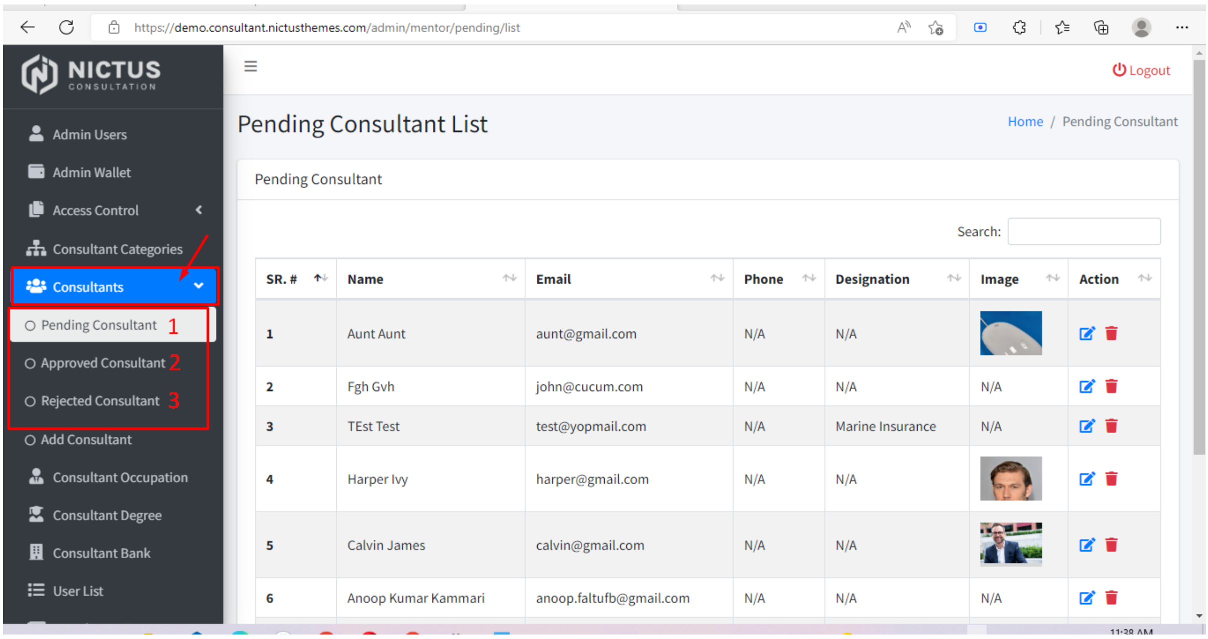


❖Consultant

Description:

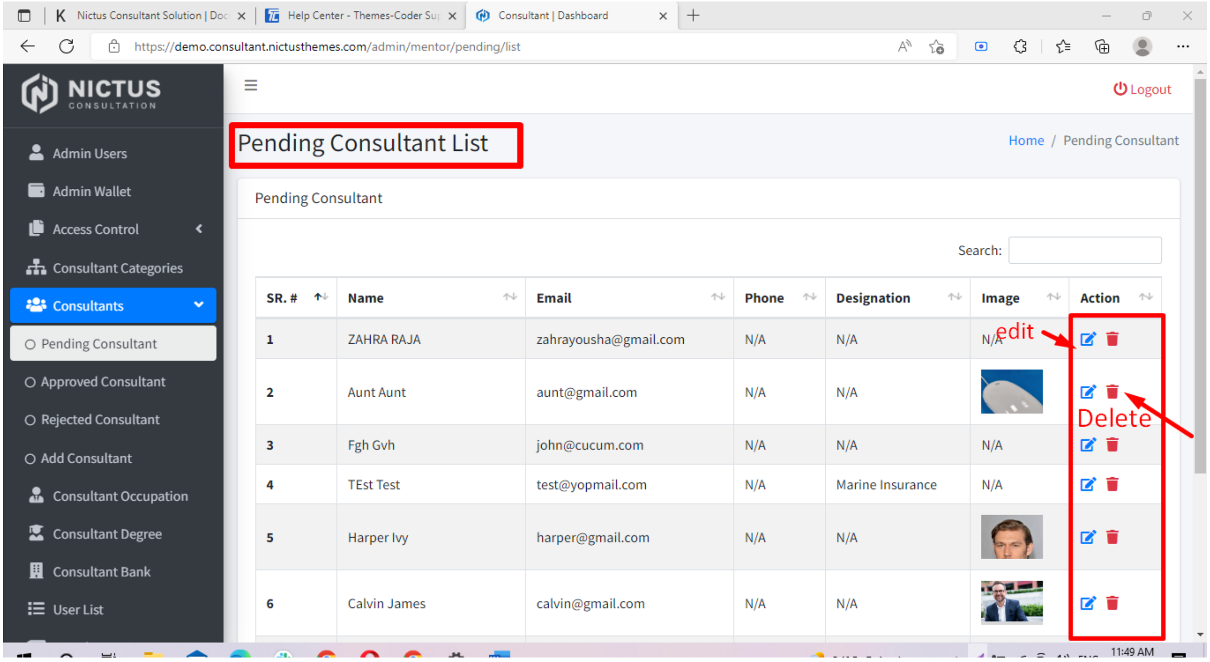
In the admin panel the admin can choose consultant according to his/her desire he can add consultant to pending list, accepted consultant or rejected consultants as he/she wants

Index Table of Consultant:



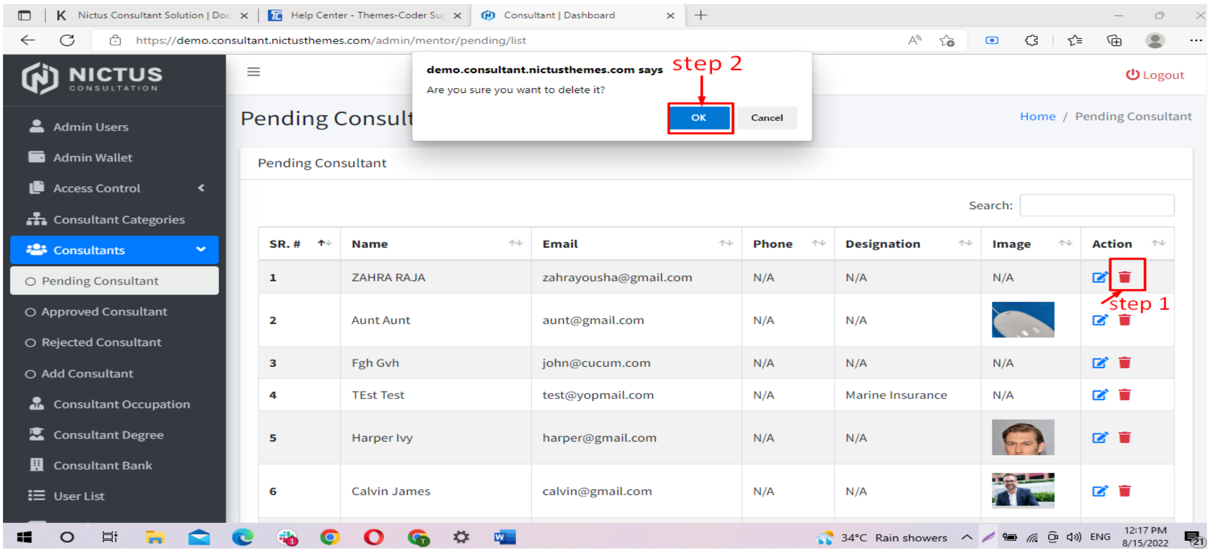
- Here in the Above image the **Main heading is "Consultant"** further there are **4 sub headings:**

1. **Pending Consultant :** in this pending consultant list admin will add consultant on hold, admin can also edit or delete the pending consultant data according to desire.



How to Delete:

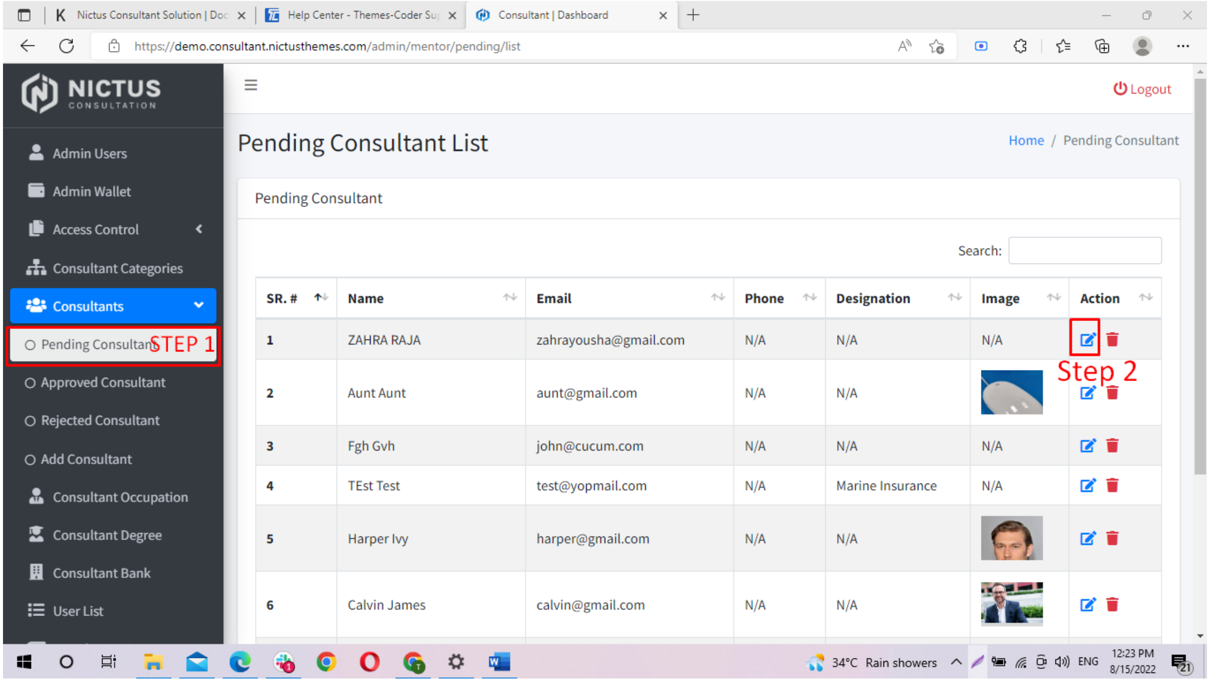
- First, Simply user will click on delete button
- It will show a pop-up message click on OK button it will automatically delete the selected pending consultant.

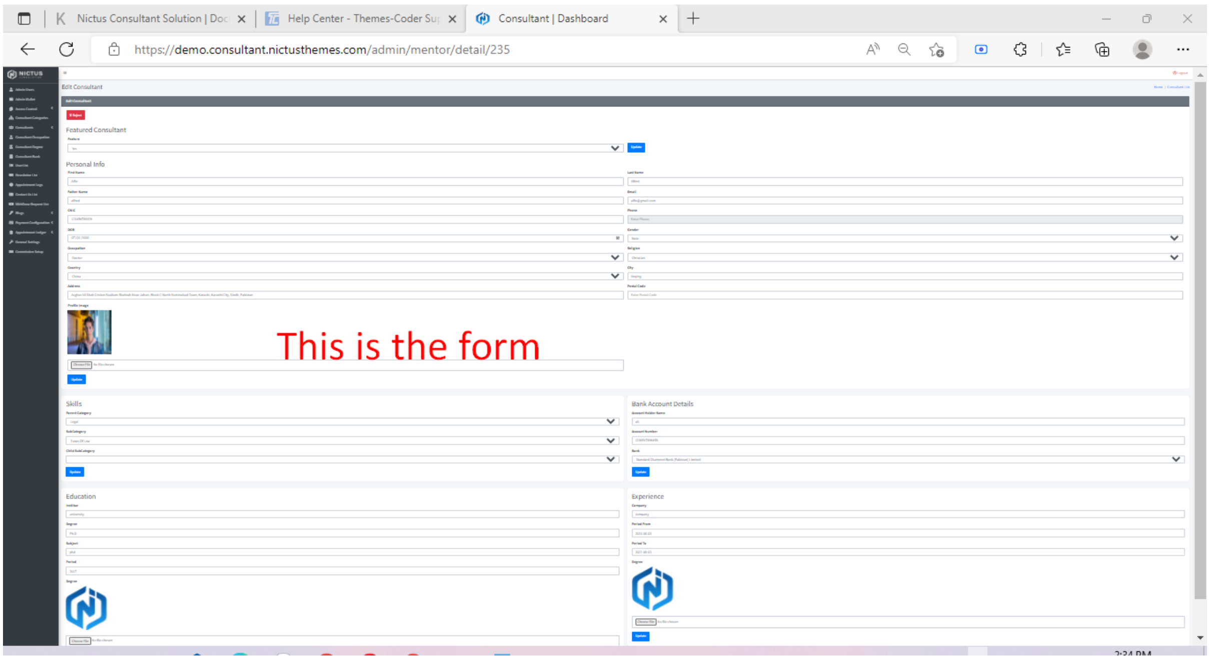


How to edit:

Step 1:

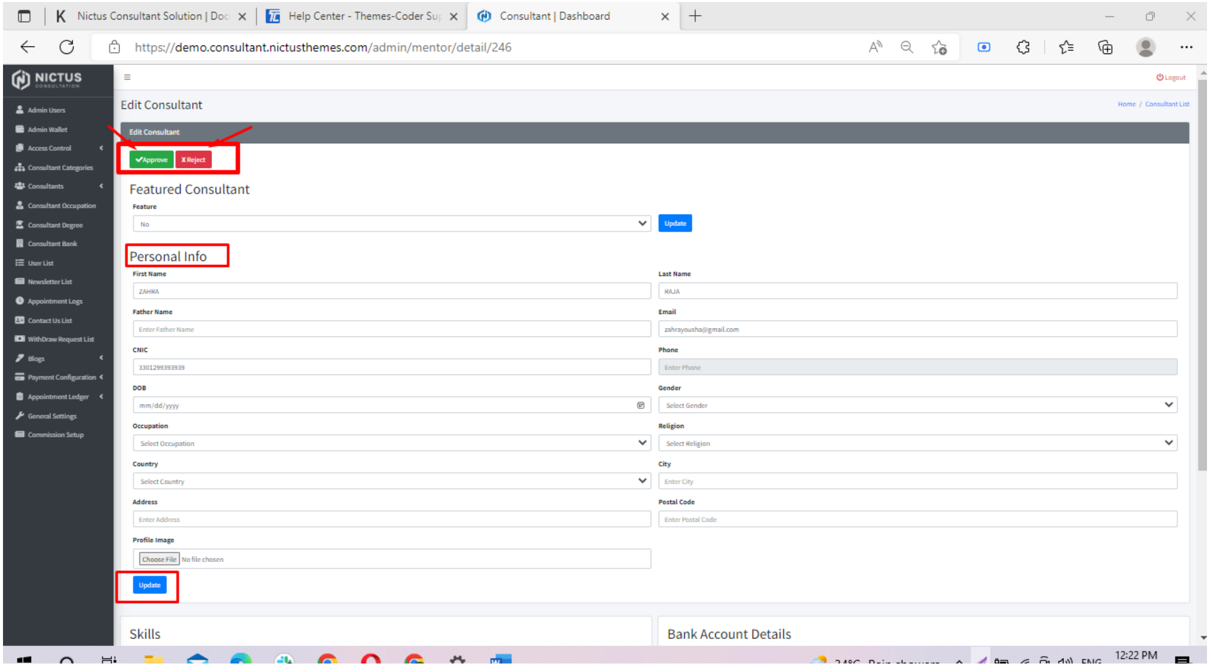
- First user will click on Pending Consultant
- Then click the edit icon or button, it will open a form





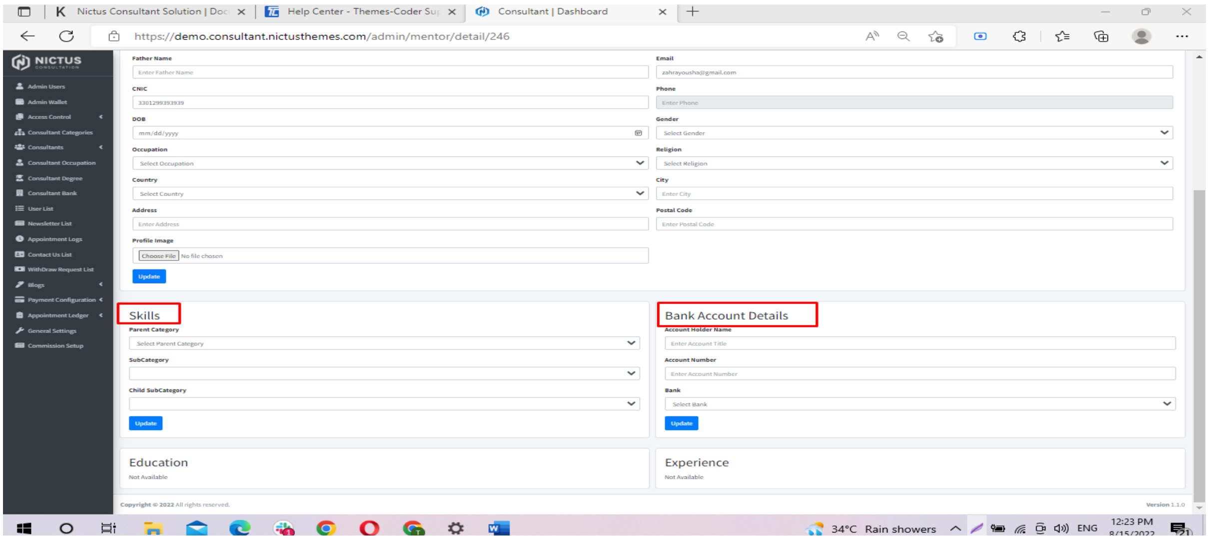
Step 2:

- Here the admin can move the pending consultant into rejected or Accepted consultant as buttons are available on top
- Then further form is divided in steps first part of Personal info edit and click on update button

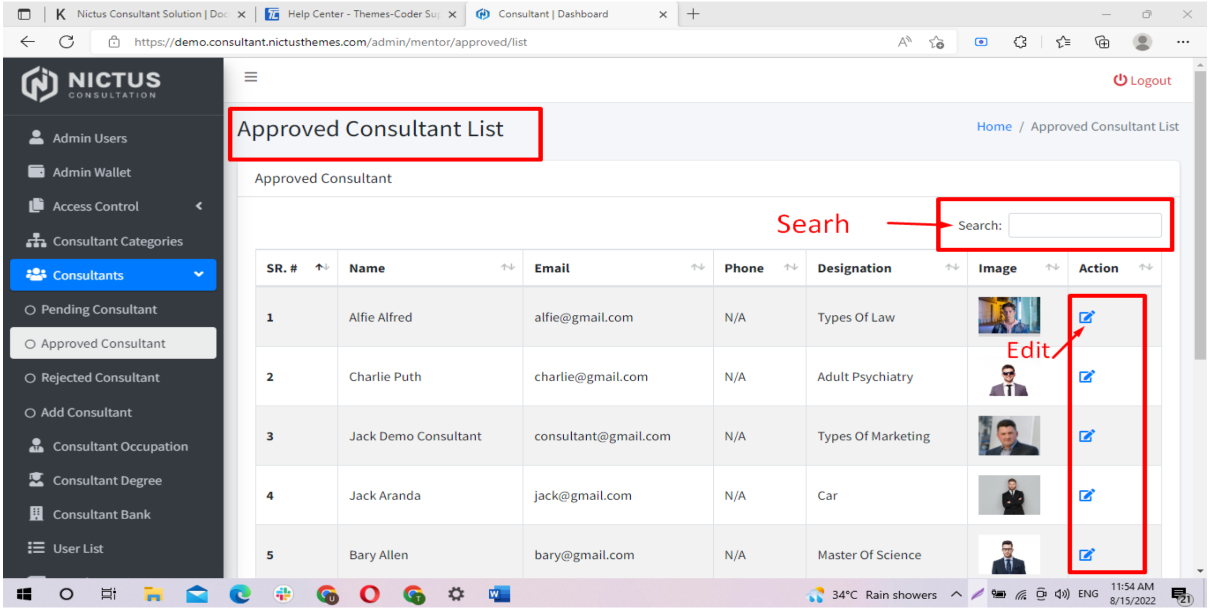


Step 3:

- Further is the skill and Bank Account info add data and update
- In the last education and Experience edit them and update



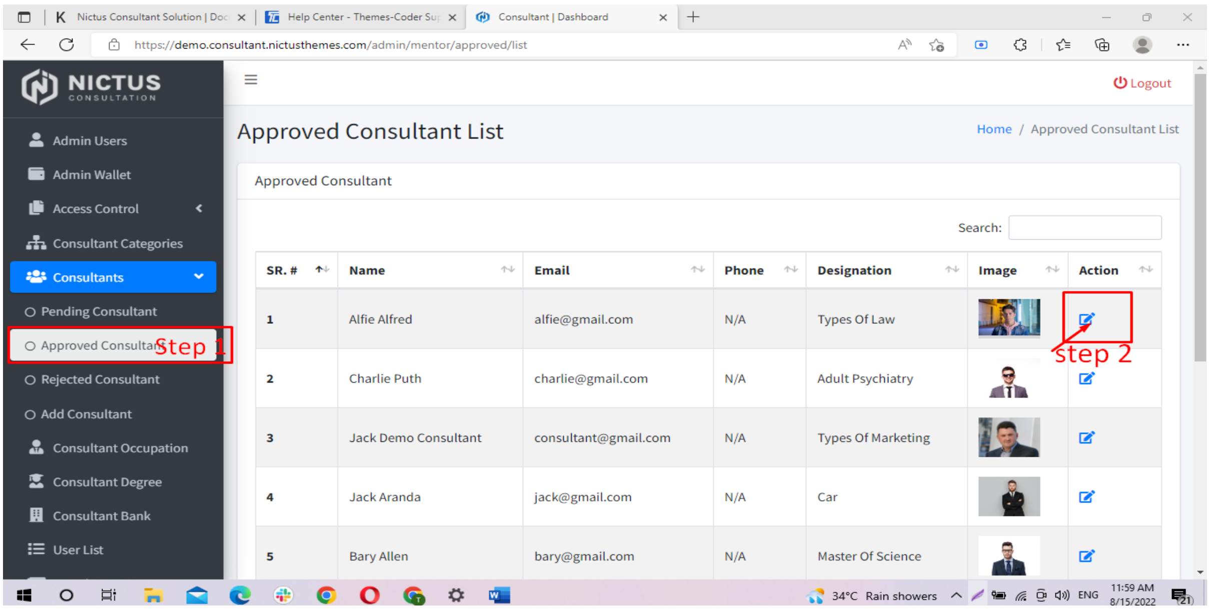
2. **Approved consultant:** In this list all the accepted consultants by admin will be there. Here admin can edit the approved consultant requirements accordingly, and also can search the require consultant from search tab

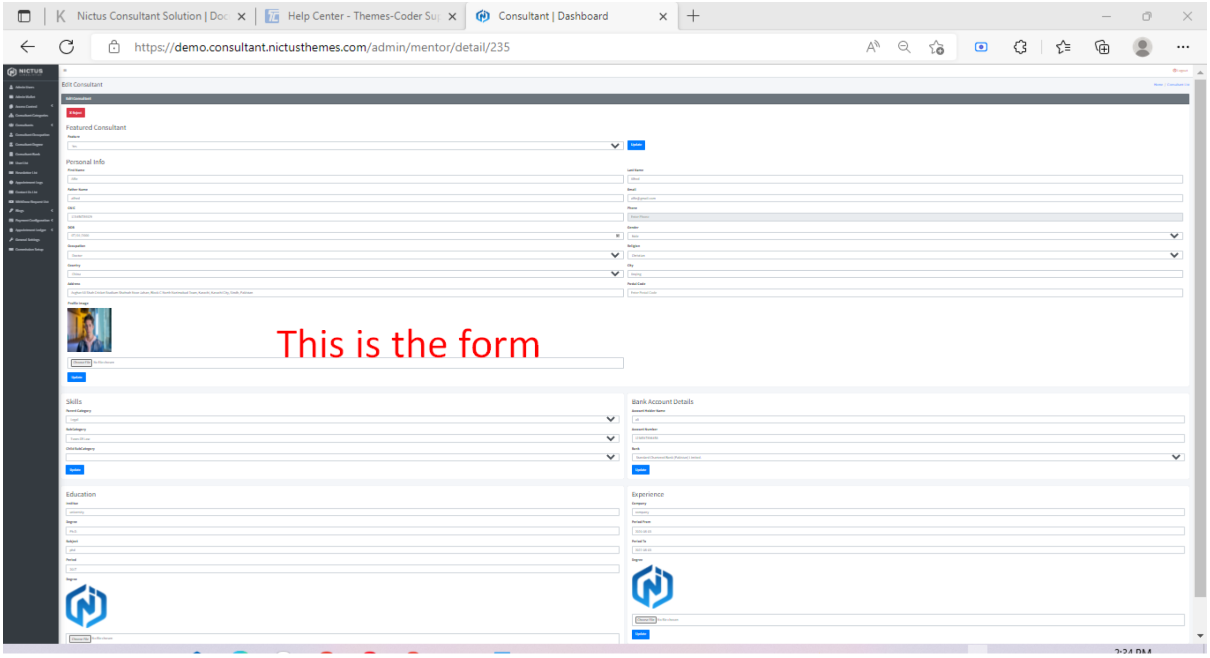


How to edit:

Step 1:

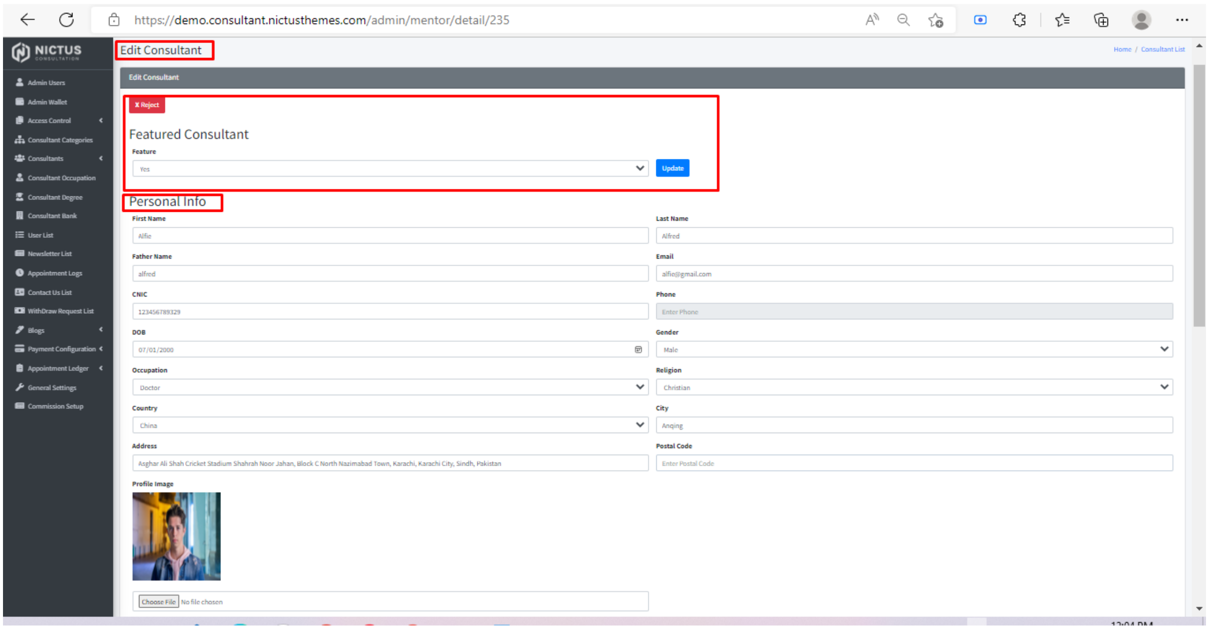
- First user will click on Accepted Consultant
- Then click the edit icon or button, it will open a form





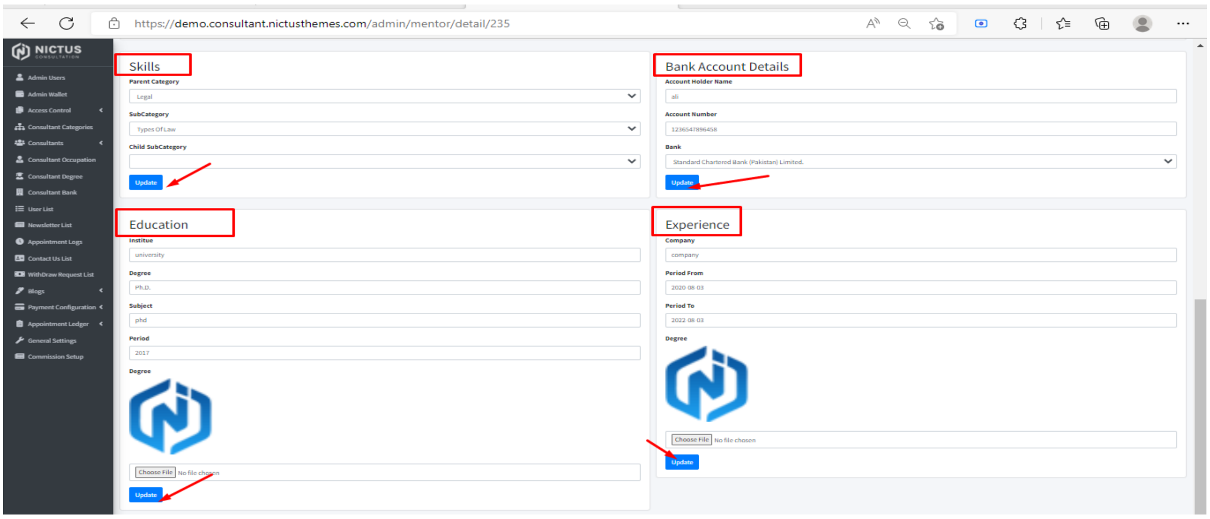
Step 2:

- There form is divided in steps first part of Personal info edit and click on update button



Step 3:

- Further is the skill and Bank Account info add data and update
- In the last education and Experience edit them and update

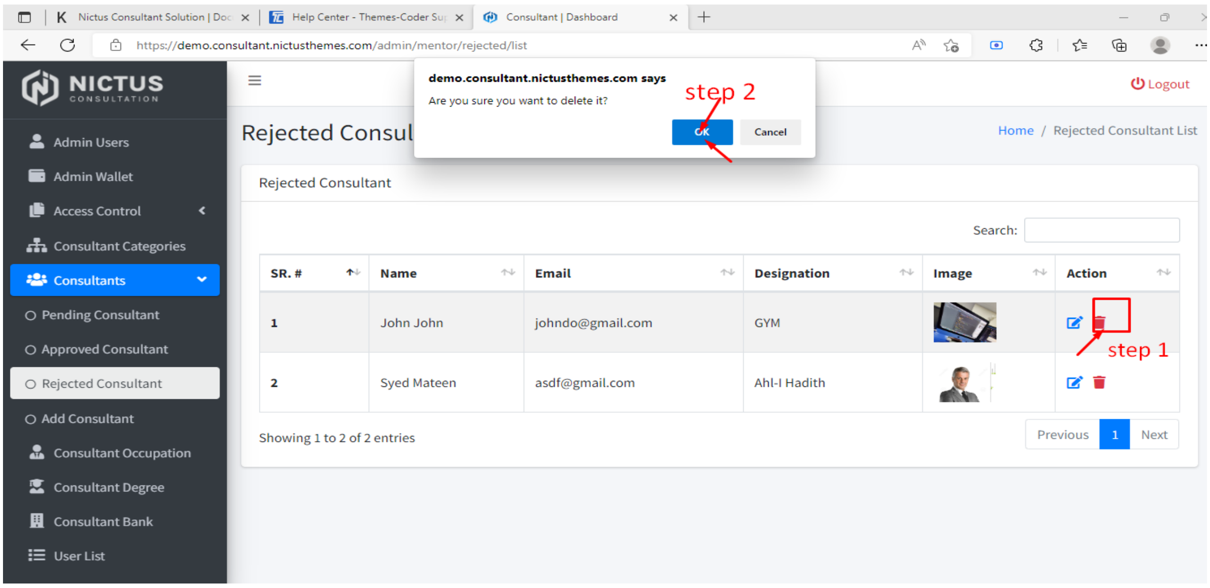


3: Rejected Consultant

In the list of rejected consultants all the consultants which will be removed by admin will be added. Same as above, users can delete or edit the rejected consultant and can also search the consultant from the search bar.

How to Delete:

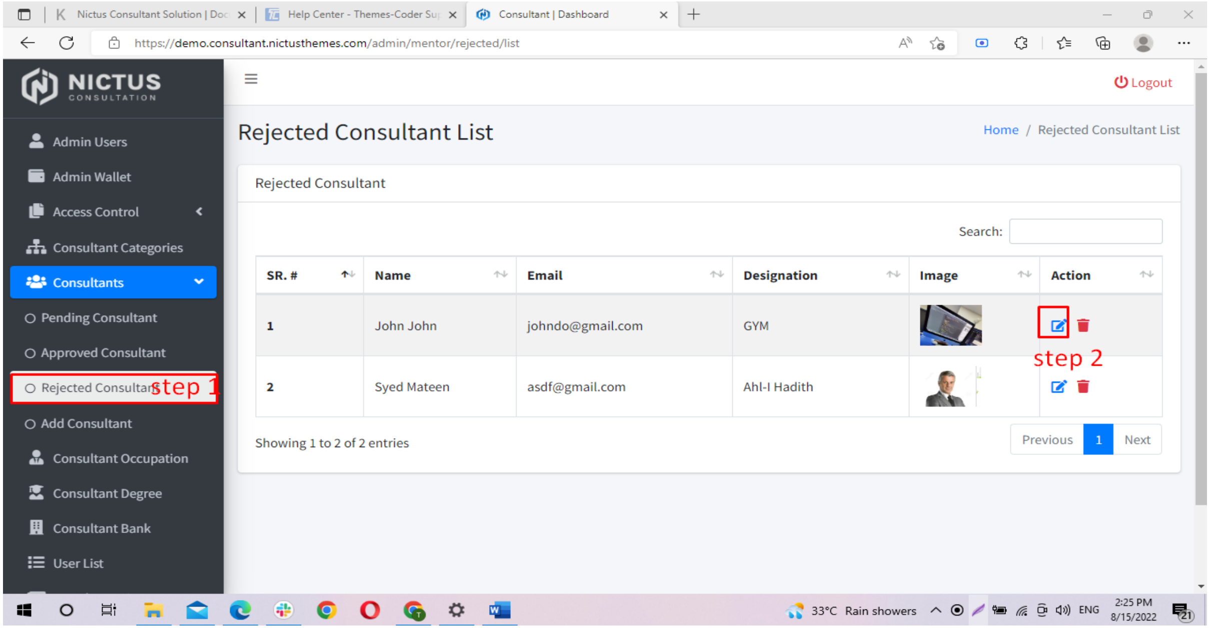
- First, Simply user will click on delete button
- It will show a pop-up message click on OK button it will automatically delete the selected **Rejected consultant.**



How to edit:

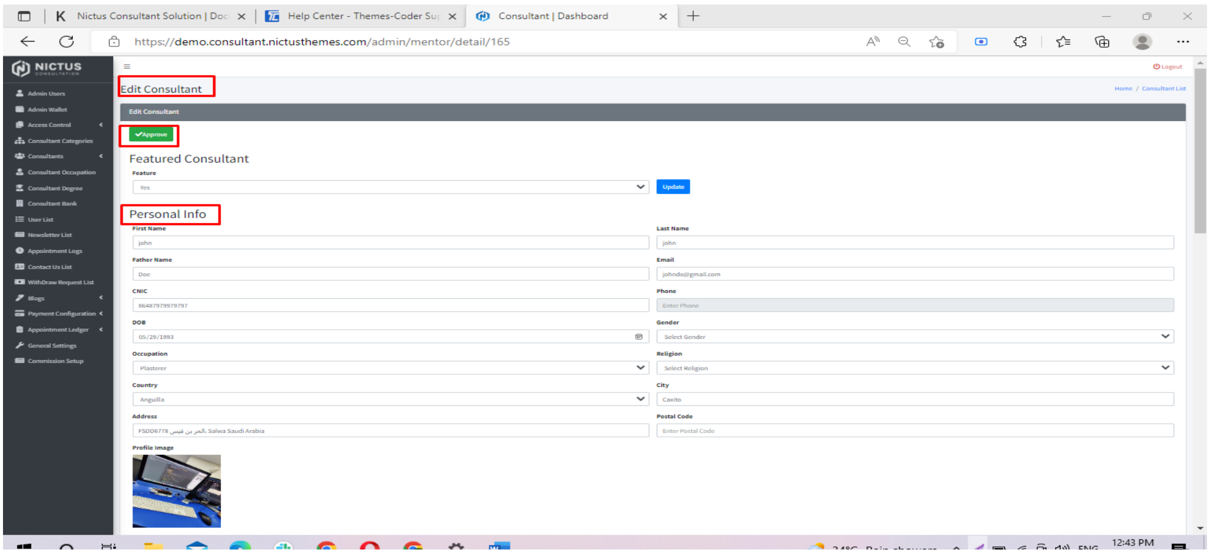
Step 1:

- First user will click on Rejected Consultant
- Then click the edit icon or button, it will open a form



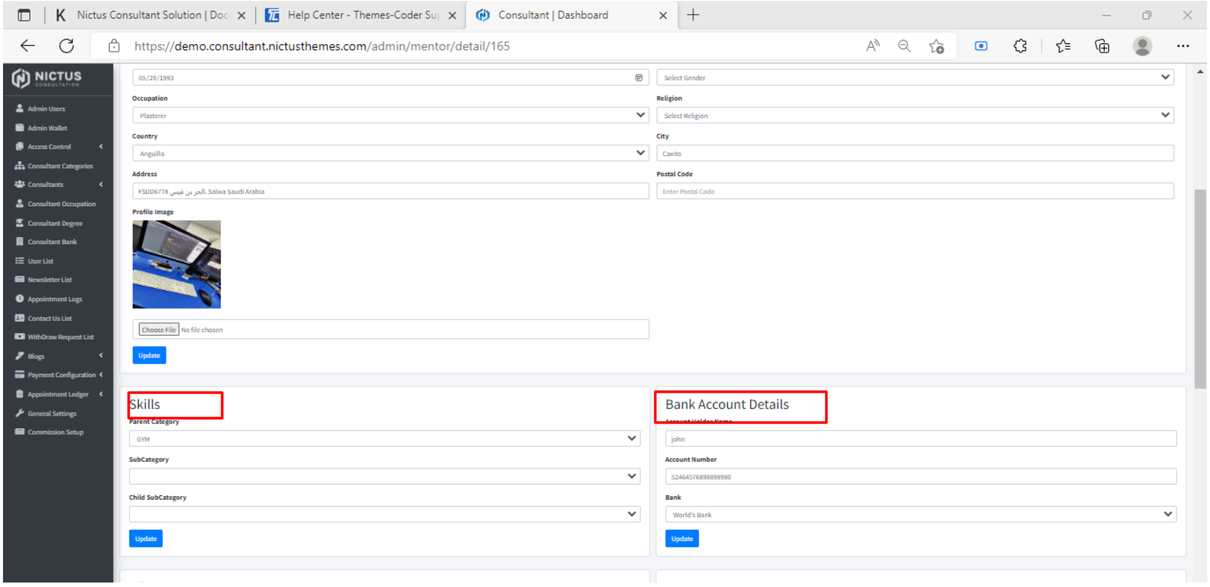
Step 2:

- Here the admin can move the pending consultant into Approved consultant as button is available on top
- Then further form is divided in steps first part of Personal info edit and click on update button



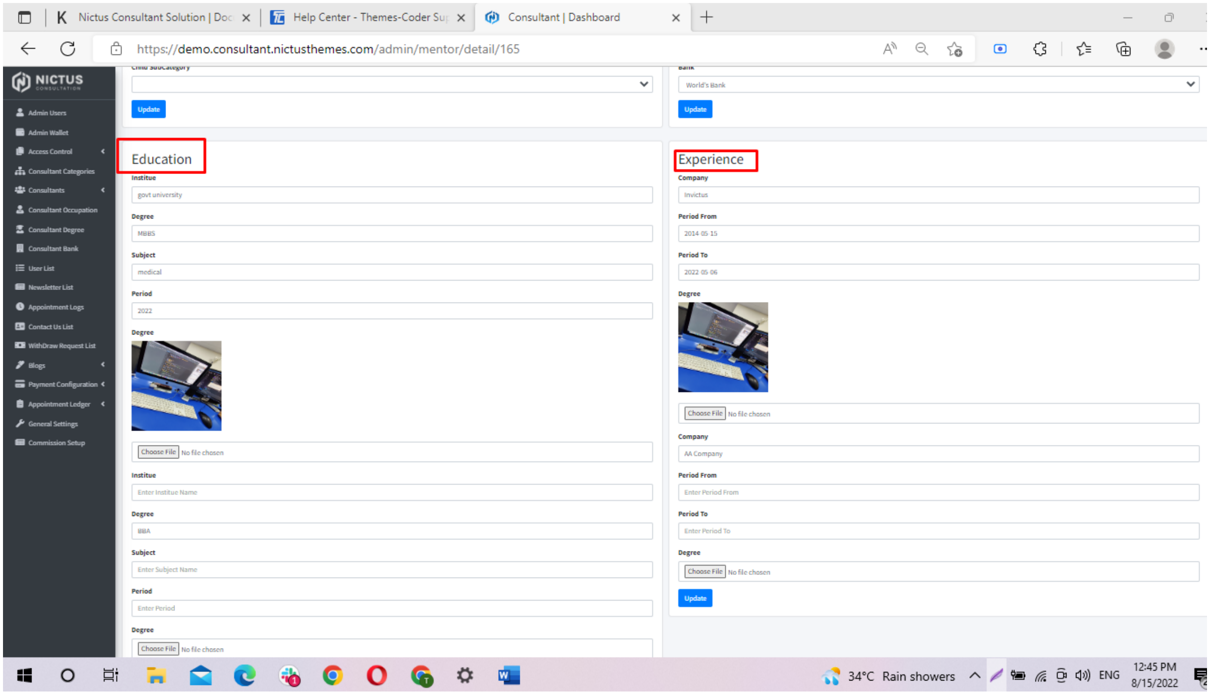
Step 3:

- Further is the skill and Bank Account info add data and update



Step 4:

- In the last education and Experience edit them and update



4: Add Consultant

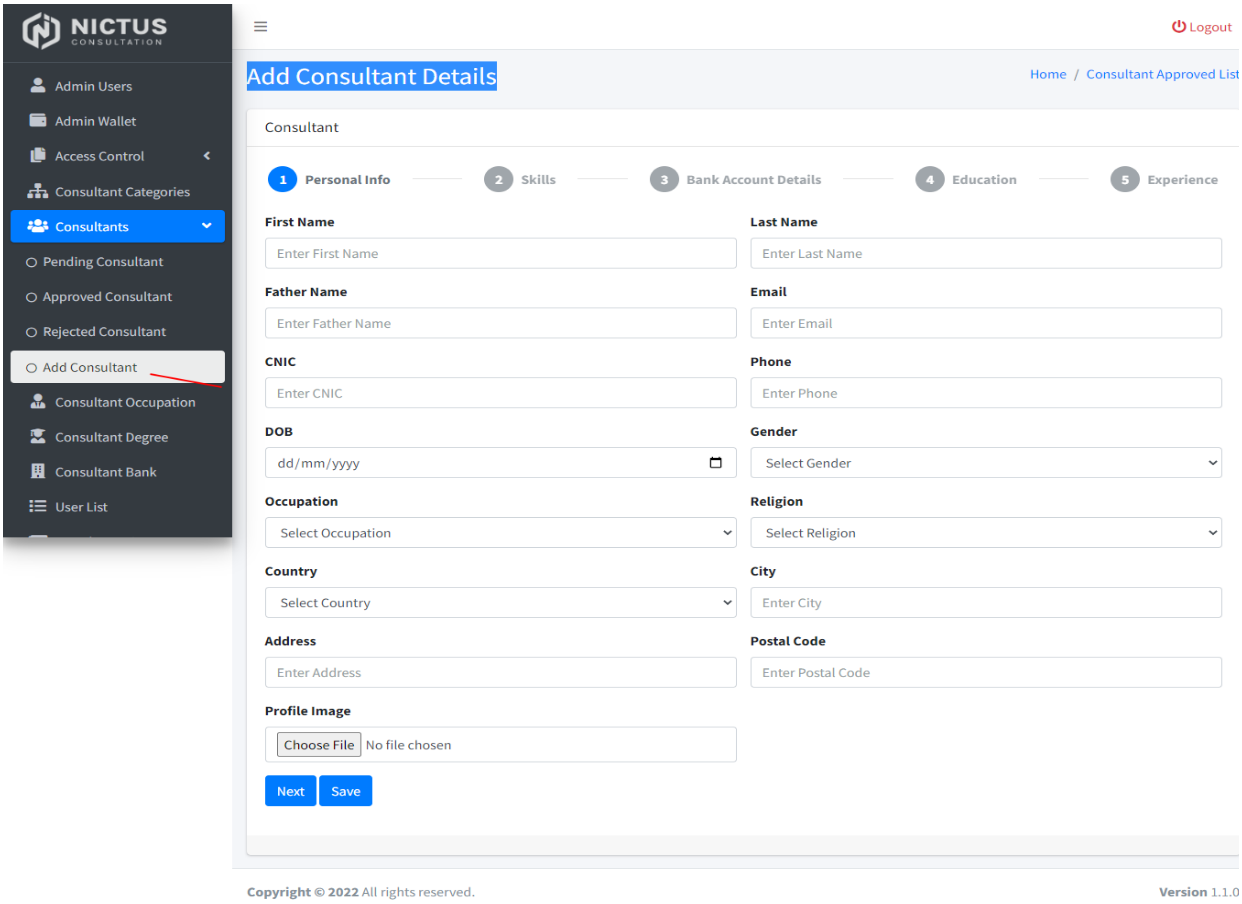
Why do we need consultant details?

Consultant information is required for admin .So admin can accept and delete the request according to their skills and personal information .if consultants fully fill the admin required then admin accept the consultant request.

Steps Need to ADD Consultant Details

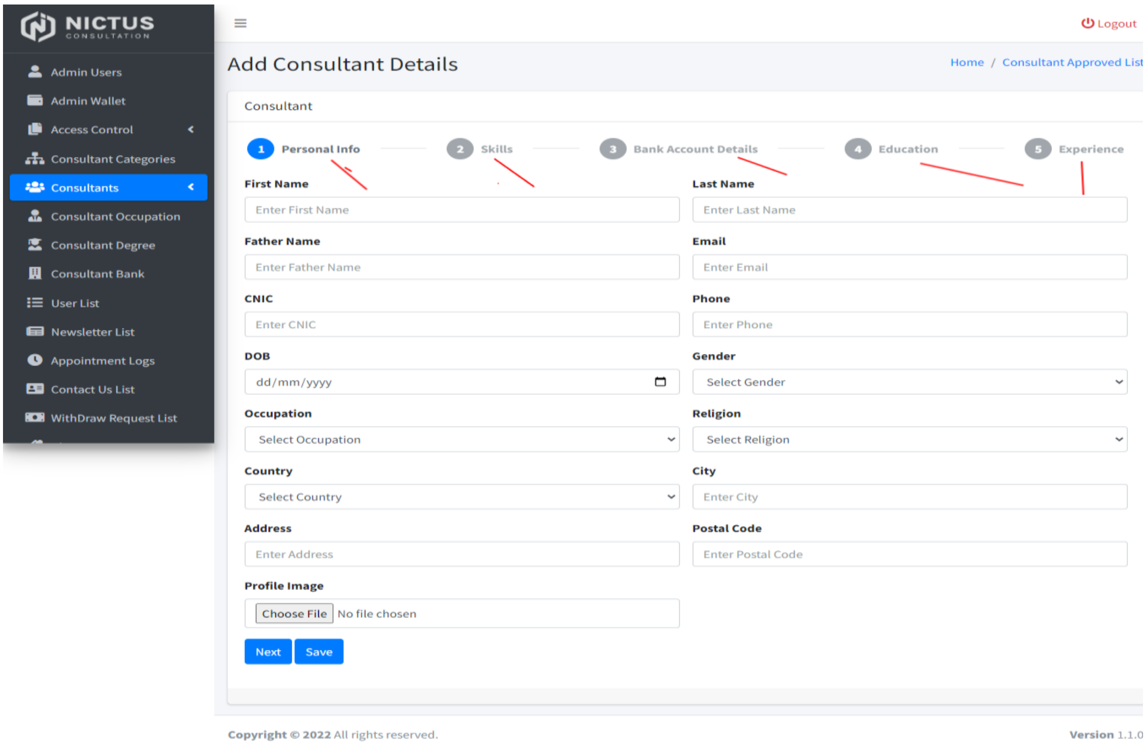
STEP 1:

TO Add consultant first admin click on **“ADD button”**



STEP 2:

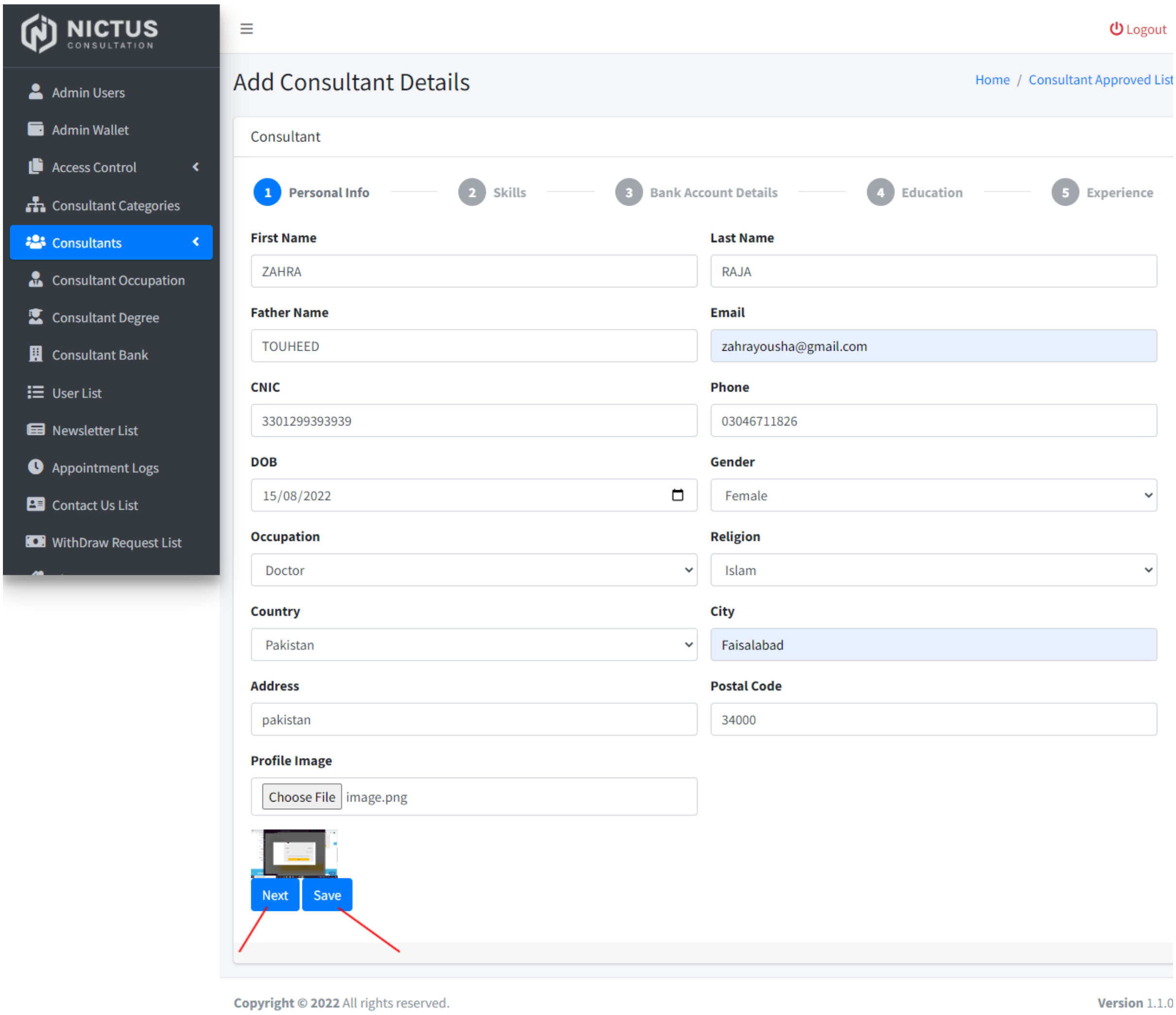
After clicking on add button a form will open where admin see **"Five "** section to fill the form



- Personal information
- Skills
- Bank account details
- Education
- Experience

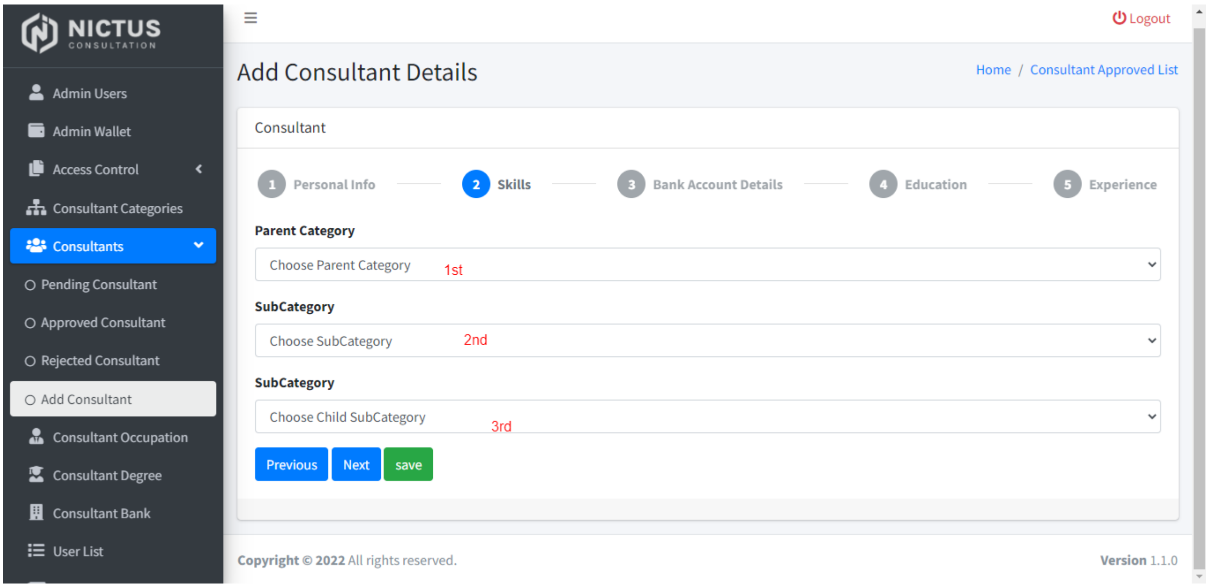
Personal information :

Admin will add personal information according to required fields then it will take the Admin on the next section .



After Enter the details in above form .When admin click on **"NEXT"** Then it will Redirect on next section

❖ How to Add SKILLS:



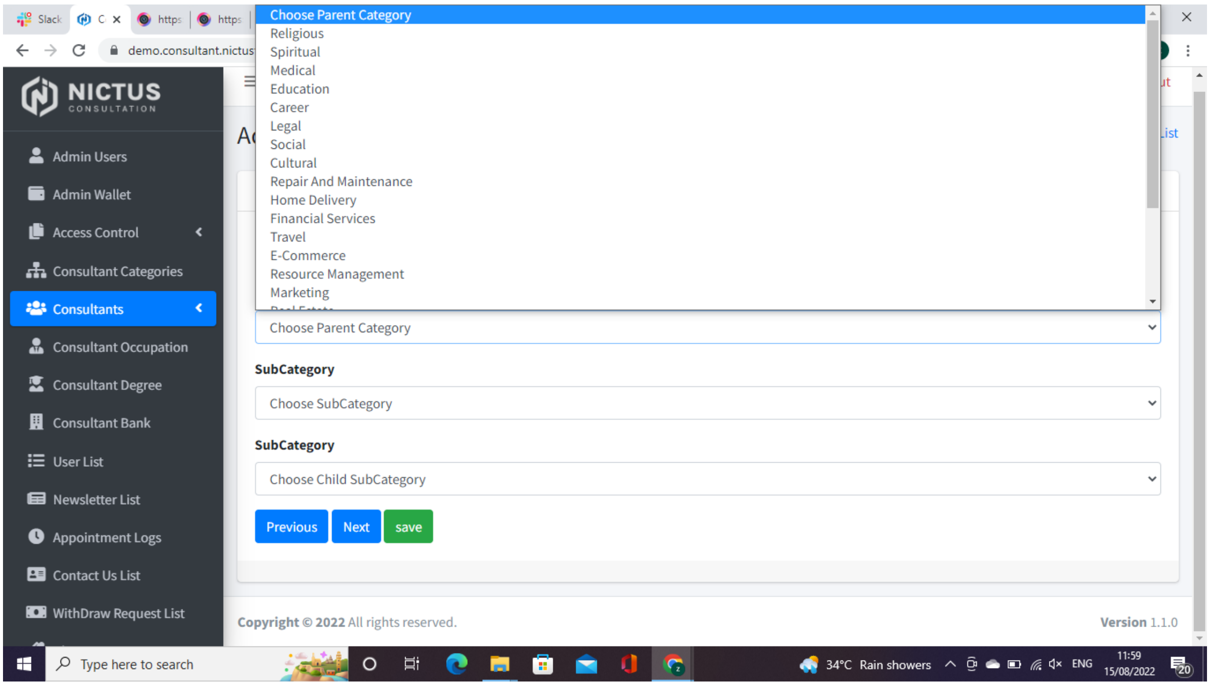
Admin can select the parent category then according to the parent category it will show the child-category of that parent category.

Example :

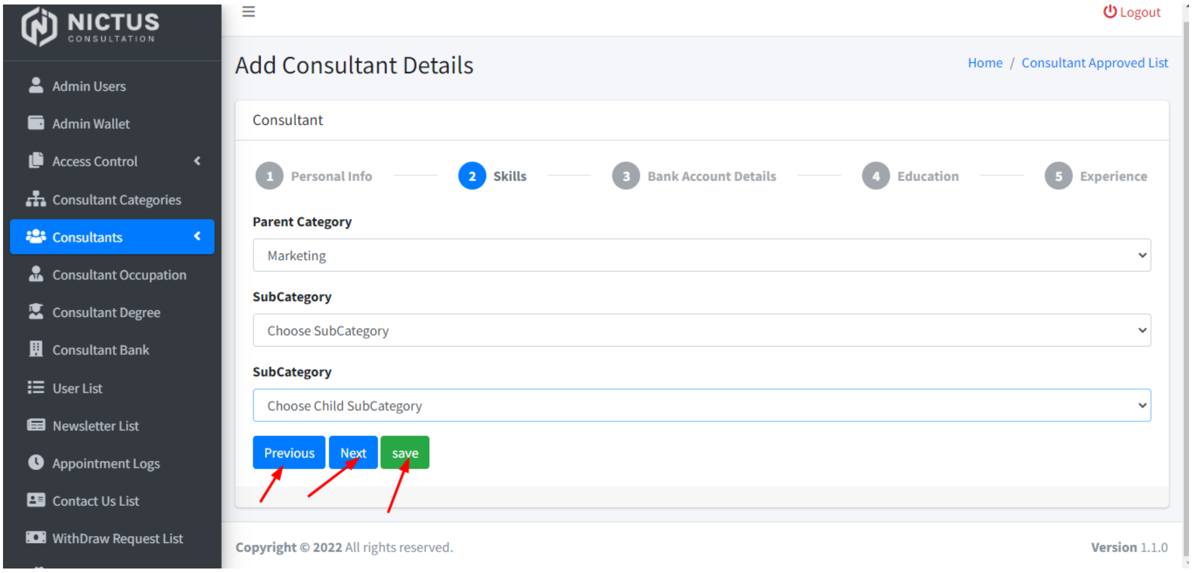
An entity used in catalogues to group a set of products in a hierarchy. For example Music is a parent category and Rock Jazz and Classical are child categories.

Steps need to add skills

- Select parent category
- Then select child category
- After that add sub-category according to parent section



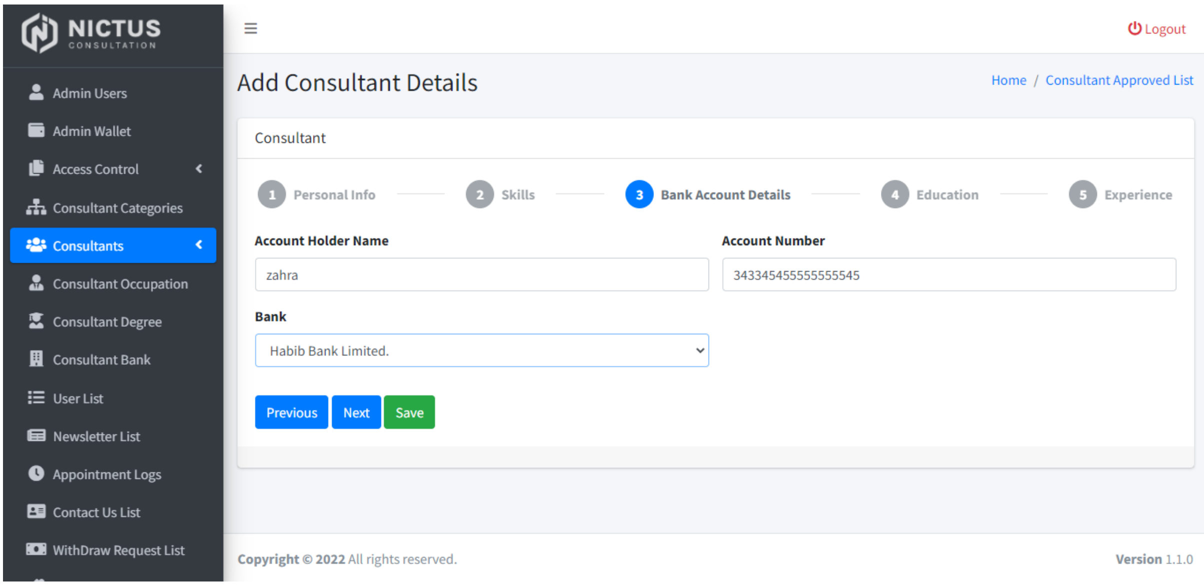
When admin successfully enter the categories then admin can see three options



Clicking on **"previous"** will redirect to personal information .
Clicking on **"Next"** it will take on the next section.

Clicking on “**Save**” will save the above information .

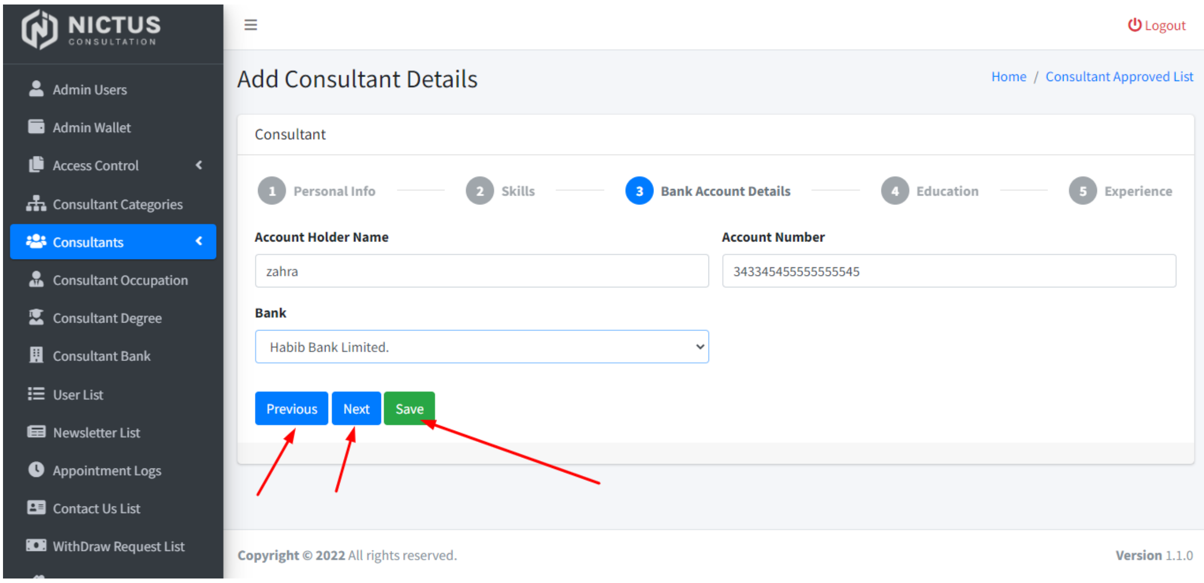
Bank Account details:



Above screen-shot Display the fields that admin need to add in consultant bank Details.

Admin can add bank account details of consultant according to the required fields

- Account holder name
- Account number
- Select the bank



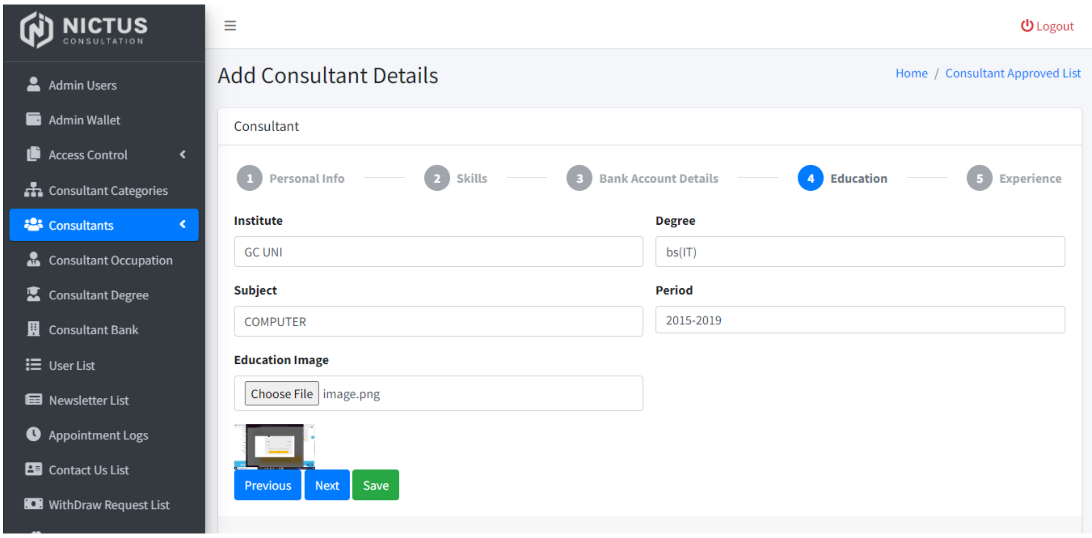
Clicking on **“previous”** will redirect to Skills information .

Clicking on **“Next”** it will take on the next section.

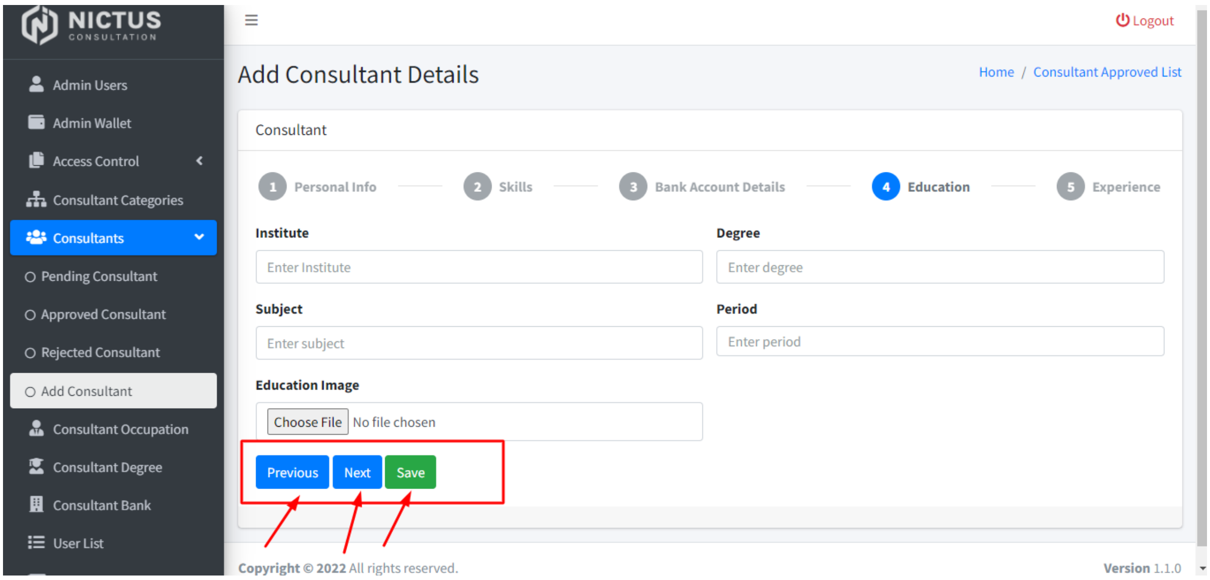
Clicking on **“Save”** it will save the above information

How to add Educational information :

- First Enter the Institute
- Then enter Degree
- Enter the valid subject
- Select the during of degree
- Attach the Educational image



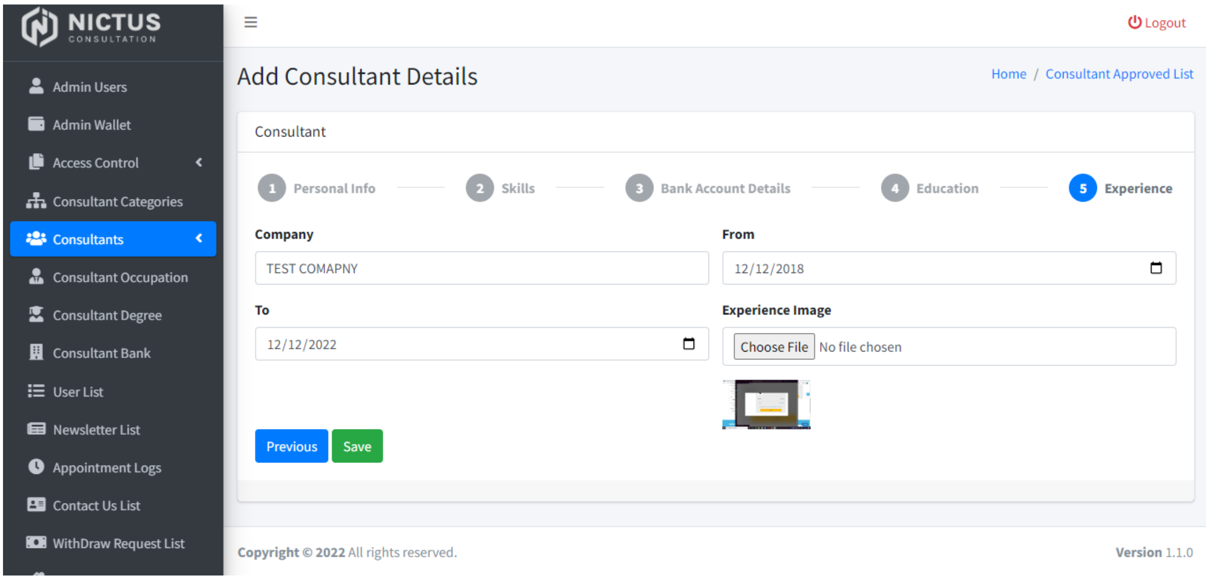
When admin successfully full-fills the above option .
Then



Clicking on **“previous**' ' will redirect to Bank information .
Clicking on “**Next**” it will take on the next section.
Clicking on “**Save**” it will save the above information

How to ADD Experience:

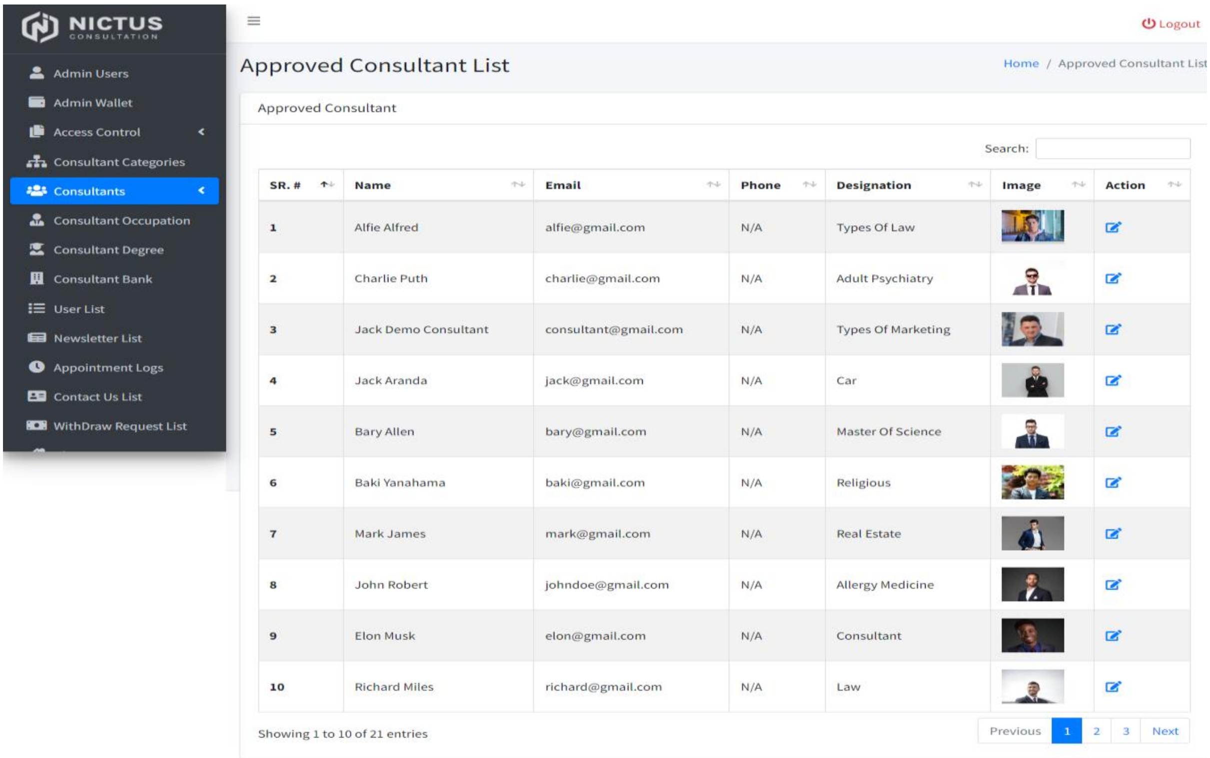
When the admin successfully completes the 4 steps then it will redirect to the "**Experience "section.**



- ❖ First enter company where consultant get the experience
- ❖ Mention the year He/se have in the field
- ❖ Also attach the Experience image

Approved Consultant:

Successfully completed Add “consultant” section it will automatically redirect on the INDEX page of approved consultants.
Where all approved consultant list will show

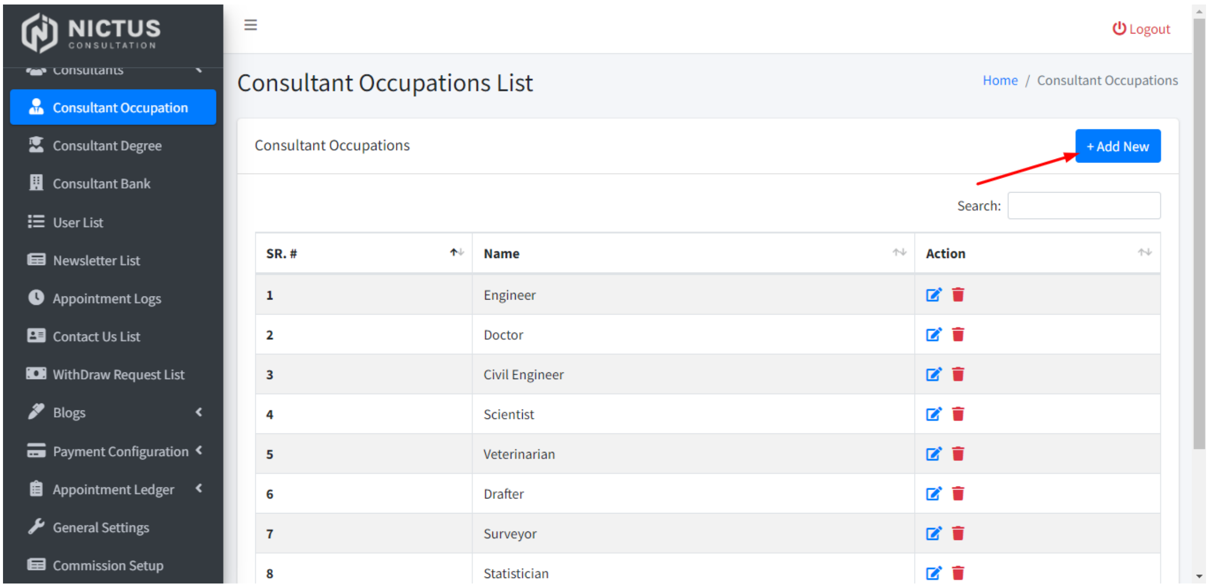


❖Consultant Occupations

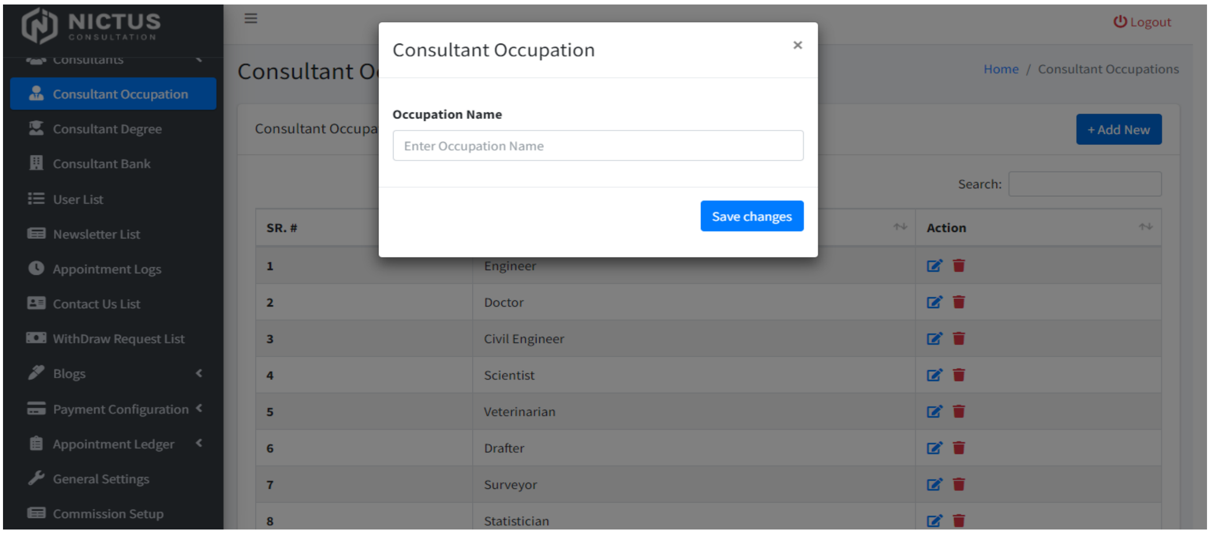
Why do we need Consultant occupations?
Consultant Occupation is a general term that refers to the field or industry you are a part of or the work you are interested in. It can also refer to your role within an organisation.

Steps Need to Add consultant occupations

Step1:
Admin can click on **“Add”** button



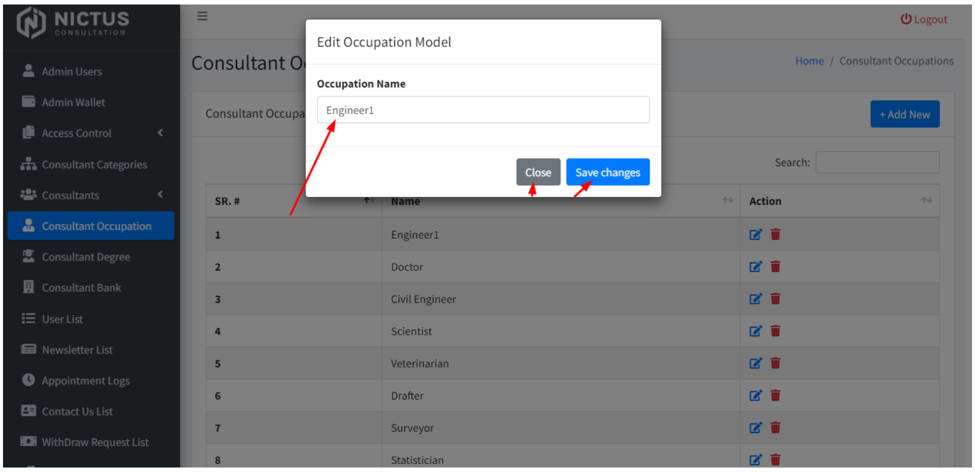
- The new pop-up screen will open where admin can **add new Occupation**



When admin successfully added new occupation then admin have two option:

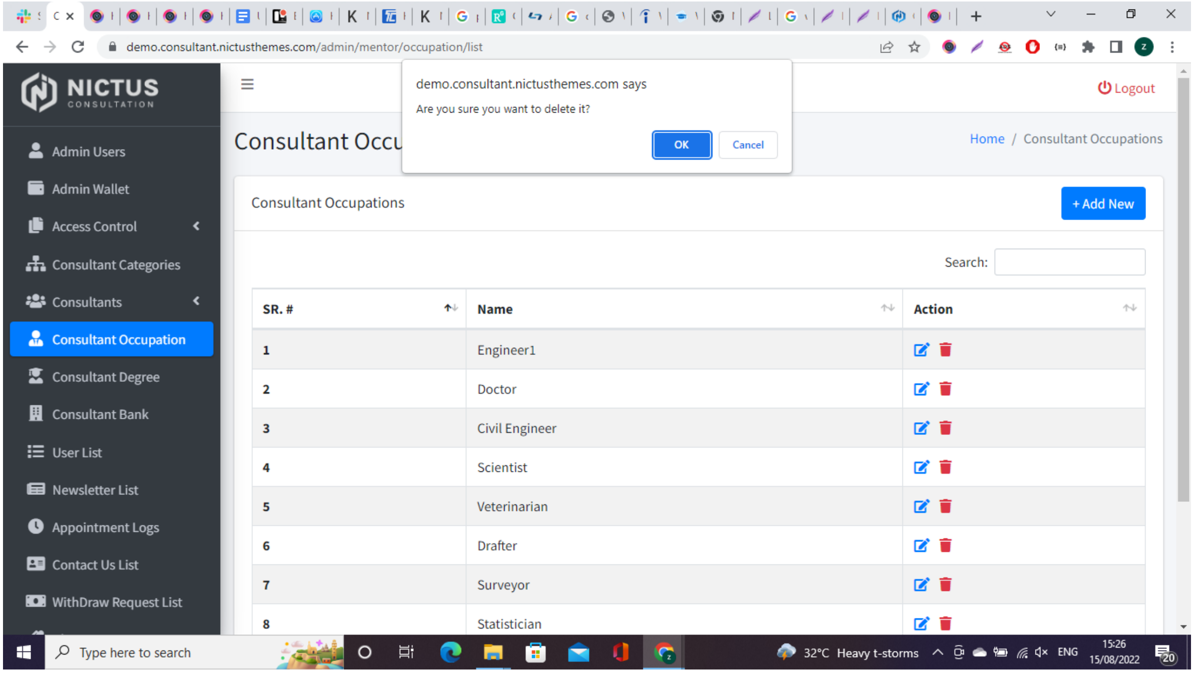
- Edit
- Delete

How to Edit the occupations:



- Click on the Edit icon on the index page .
- A dialogue box will open.
- Enter the required changes
- Click on save changes .or also admin can close the window without doing any changes

How to Delete the occupations:



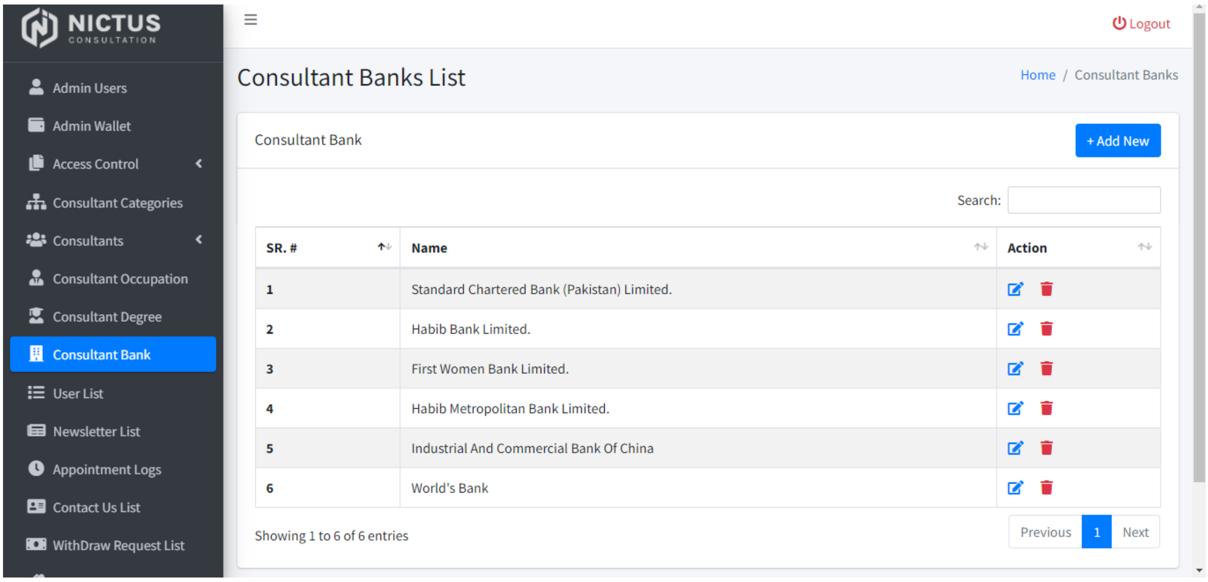
Click on the **delete** icon on the index page .

A pop-up message will show and ask you if you are sure you want to delete it .

If yes click on **yes**,If no then click on **NO**

“Search” field is available where the admin can search specific consultant occupations.

❖Consultant Bank

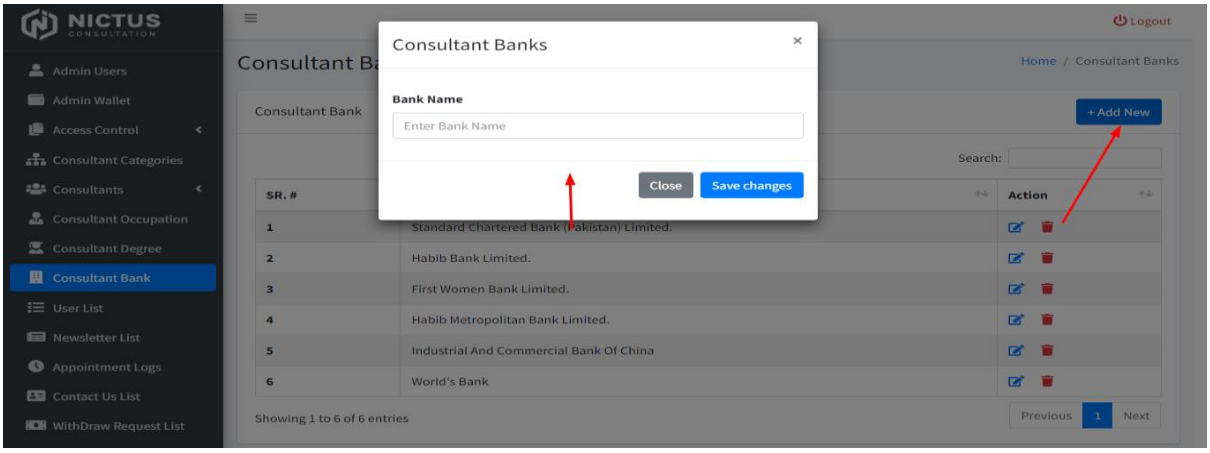


Above screen shows the index table of consultant banks .
Where all listed bank information shows. Admin can

- ADD
- DELETE
- EDIT

Also a search field is available where the admin can search and get the required bank information.

How to ADD Consultant Bank:

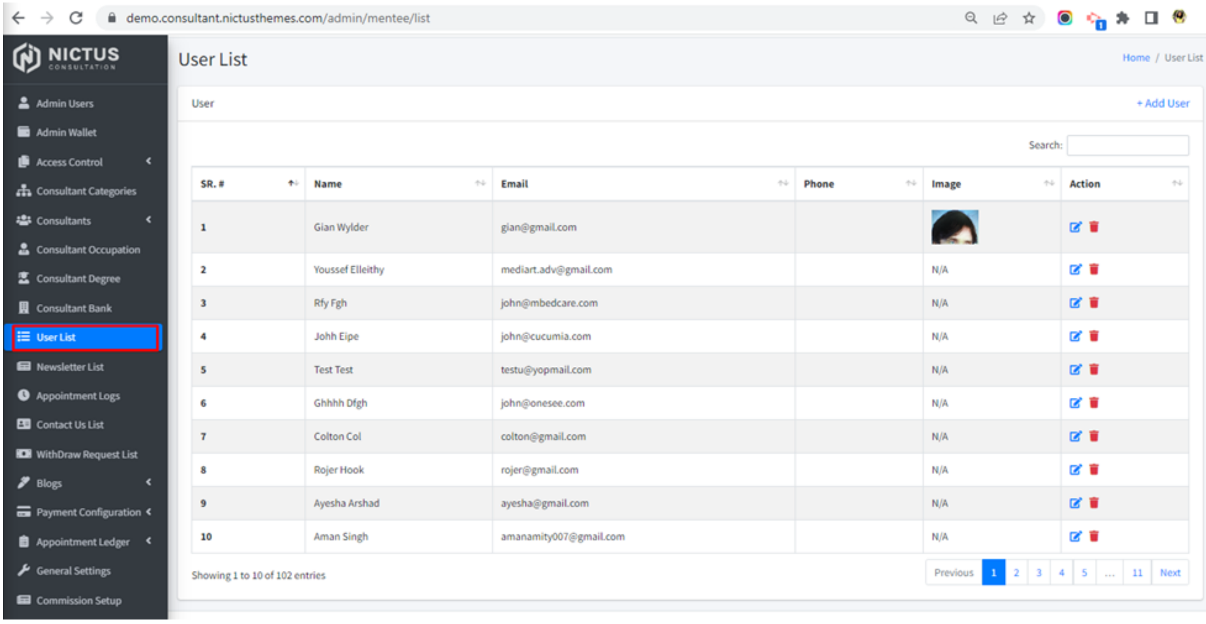


1. Click on ADD button a dialog box will appear
2. Enter the bank name
3. Click on save changes or just close the window

❖User List

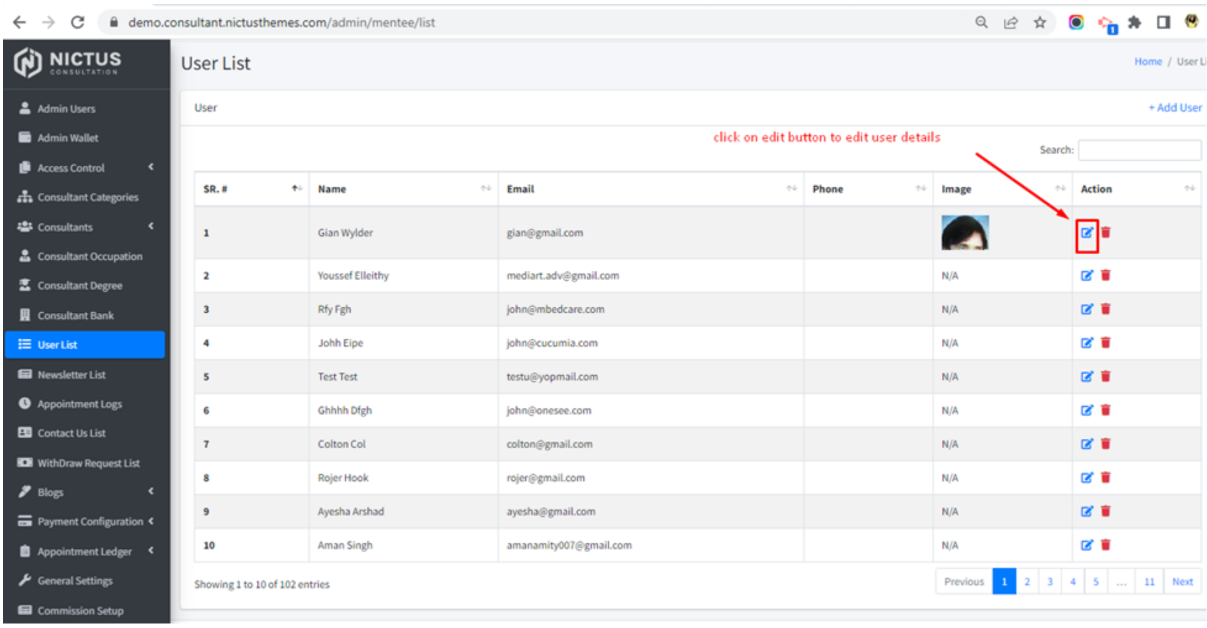
Newly registered users data will be displayed in the user list; admin can view and edit details. If needed, the admin can also add new users manually.

Click on user list to view entire users that are register on Nictus consultation



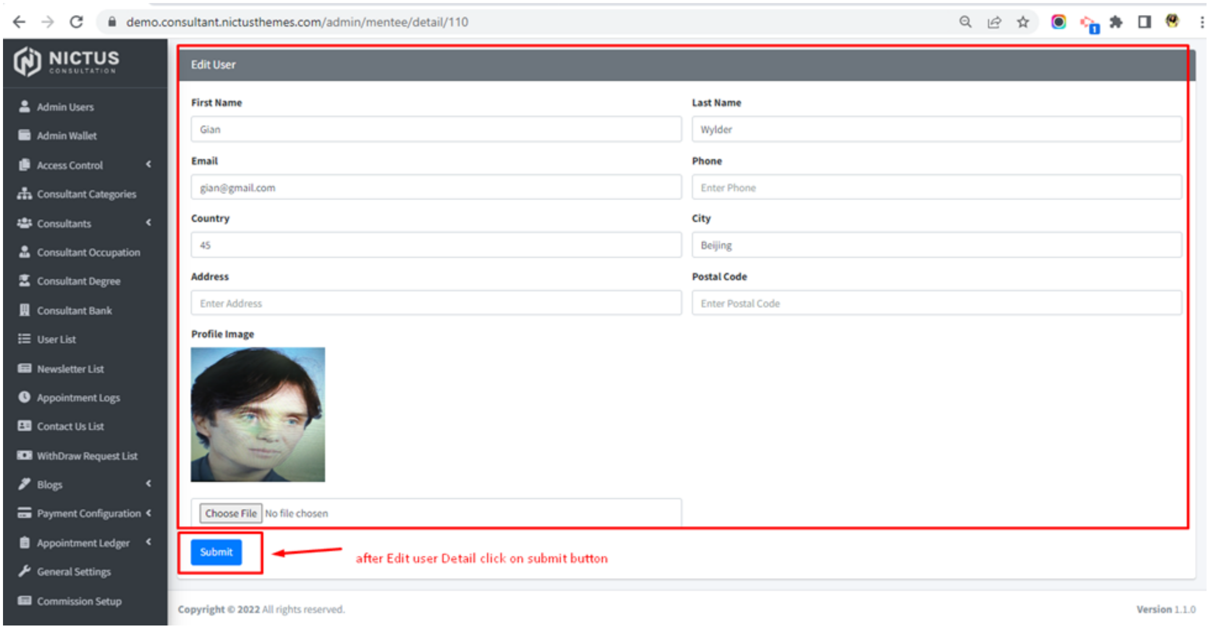
Edit User

- Click on Consultant Categories
- Click on Edit button for Edit User



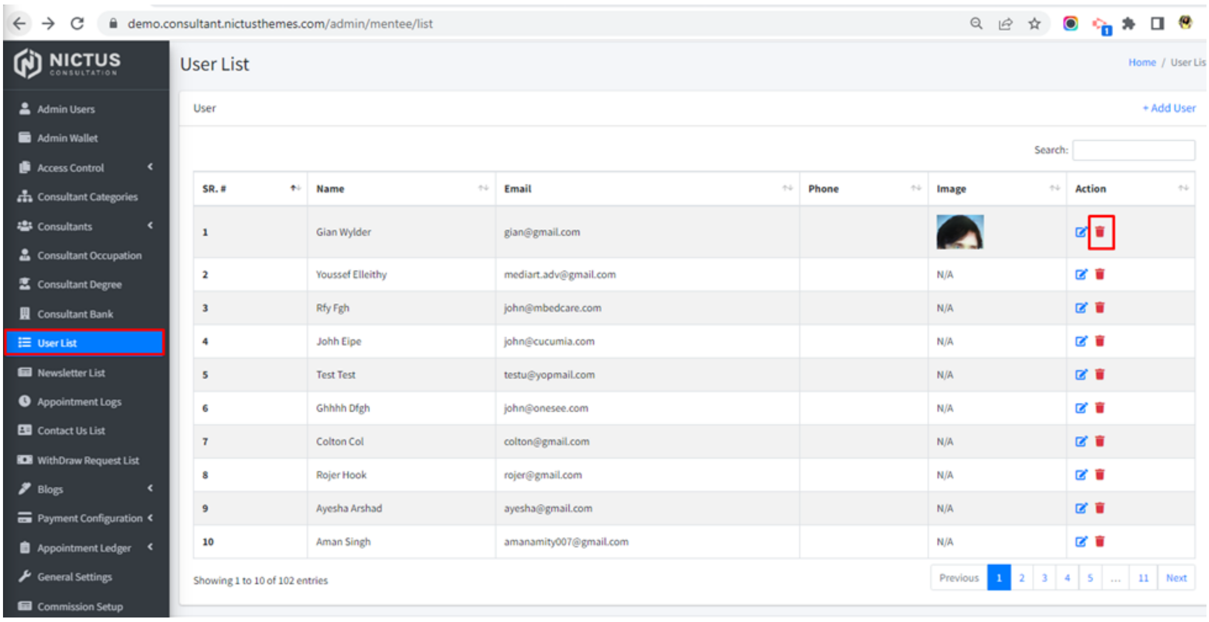
- Edit Details

- Click on submit button

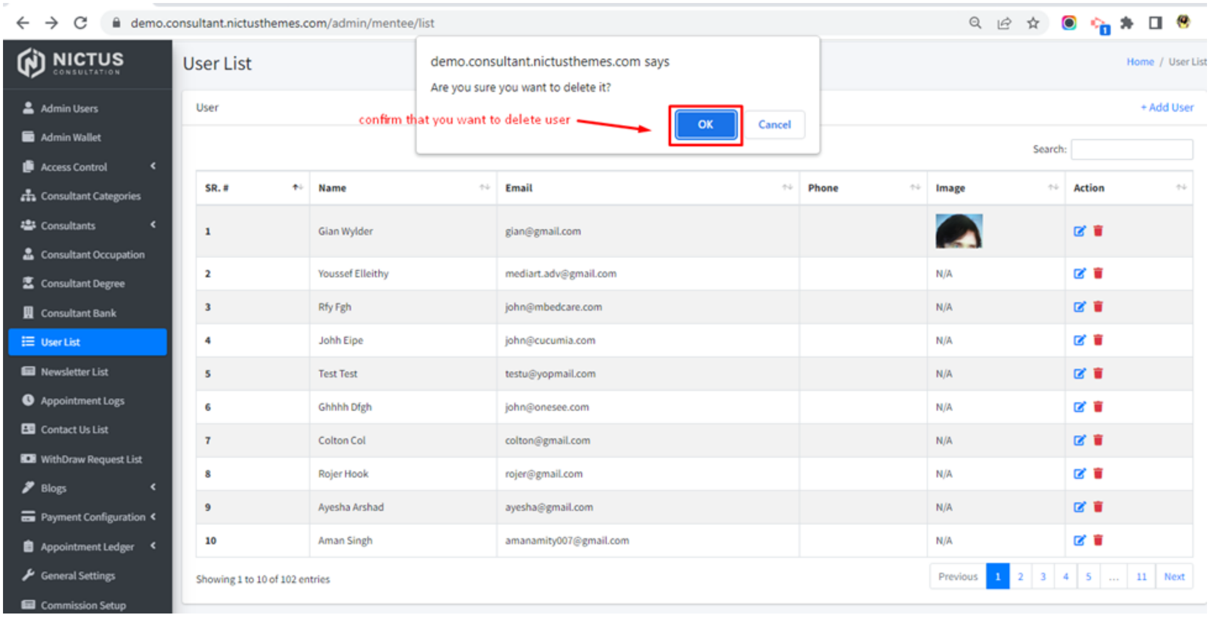


Delete User

- Click on user list
- Click on delete button to delete user

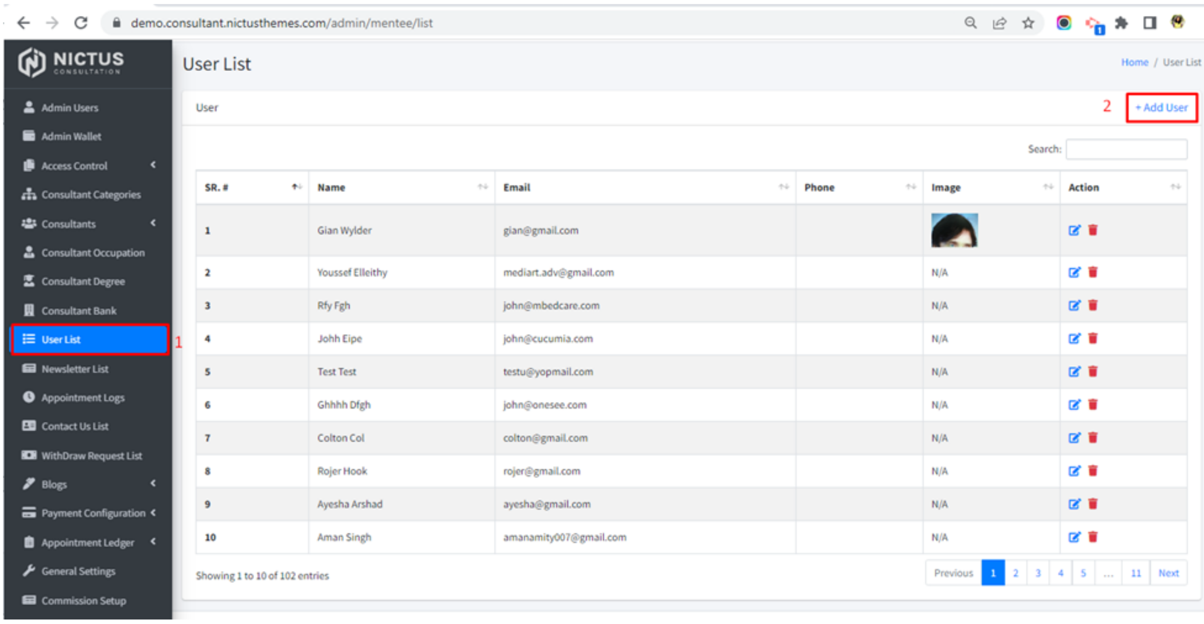


- **Click ok to confirm that if you want to delete User**

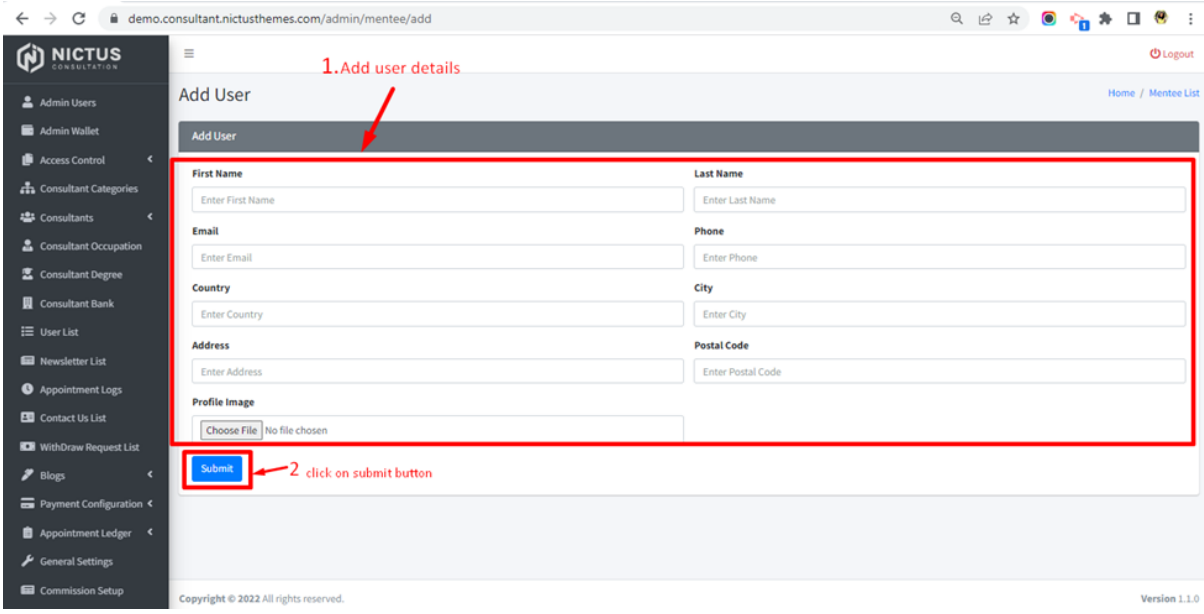


Add New User:

- Click on User List
- Click on Add User button



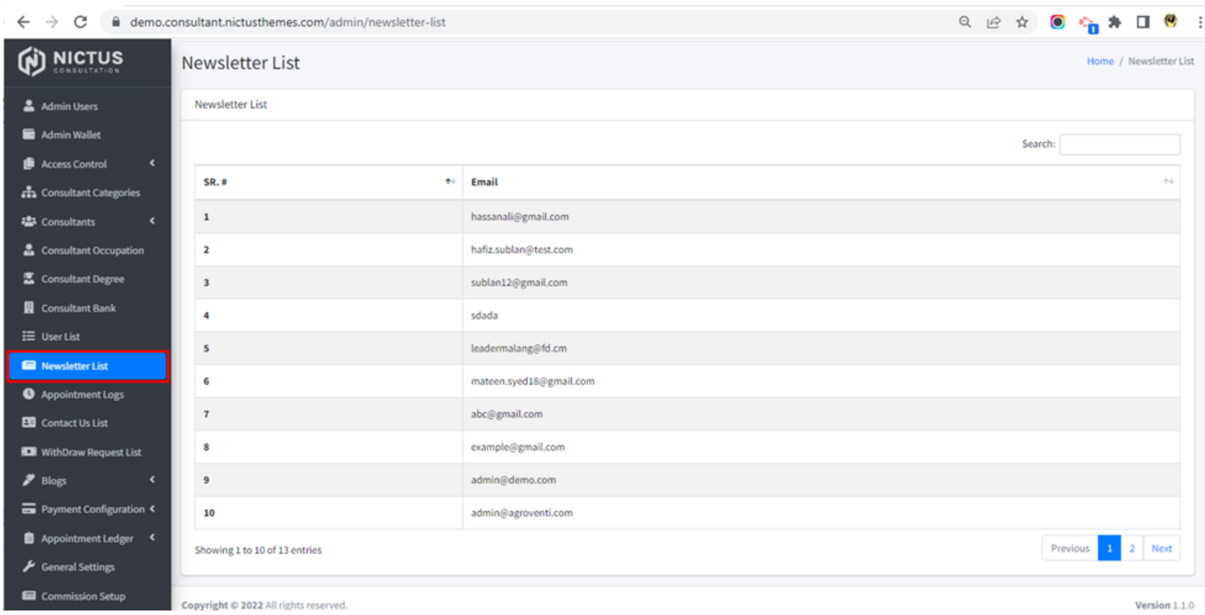
- Add User details
- Then click on submit



Newsletter List

There are two main purposes of a newsletter:

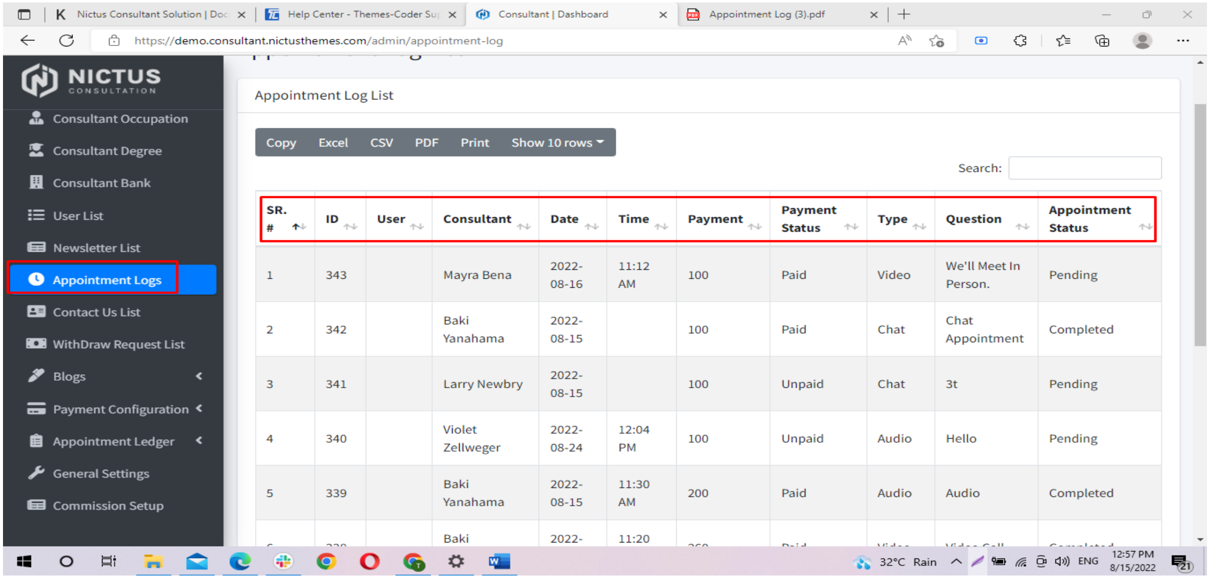
- Share information: Use a newsletter to give customers updates about your company and how your product is progressing to help make your customer's lives better. This is a great way to stay in touch with your audience and not be forgotten.
- Brand marketing: Provide valuable content to your audience so they look forward to your emails and also build a brand recall.



❖ Appointment Logs

Description:

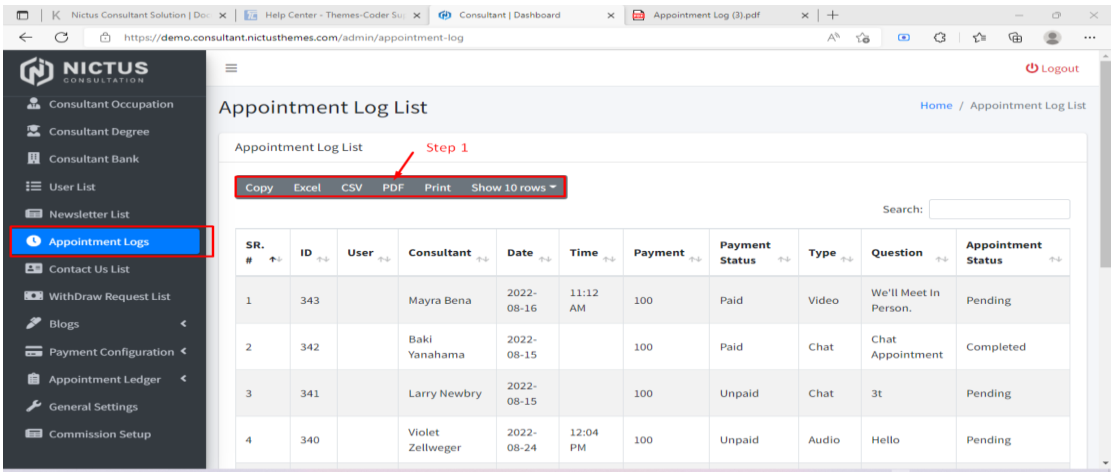
In the Appointment Logs list here it shows the user and consultant data like which user is booking appointment regarding which consultant their appointment time, date, charges, payment status, appointment status etc,



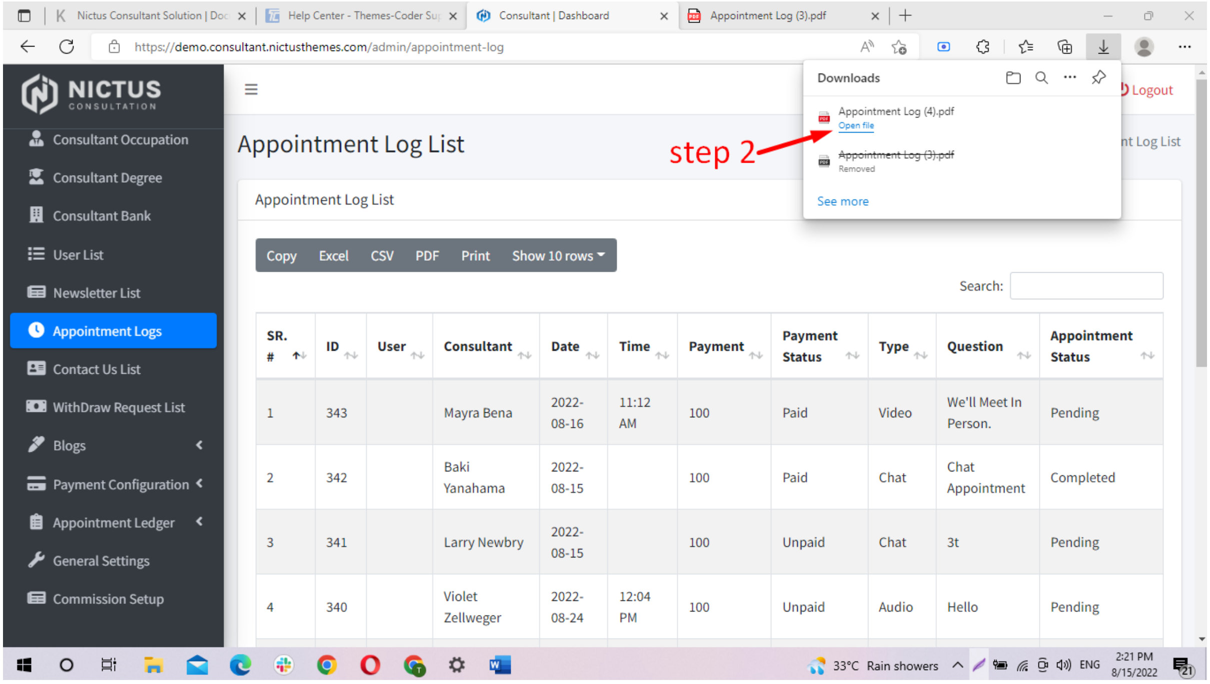
- **Download Appointment Logs List data:**

Admin can download the appointment logs list data in different format as mentioned, user will click on the required format and can get the downloaded file as given below:

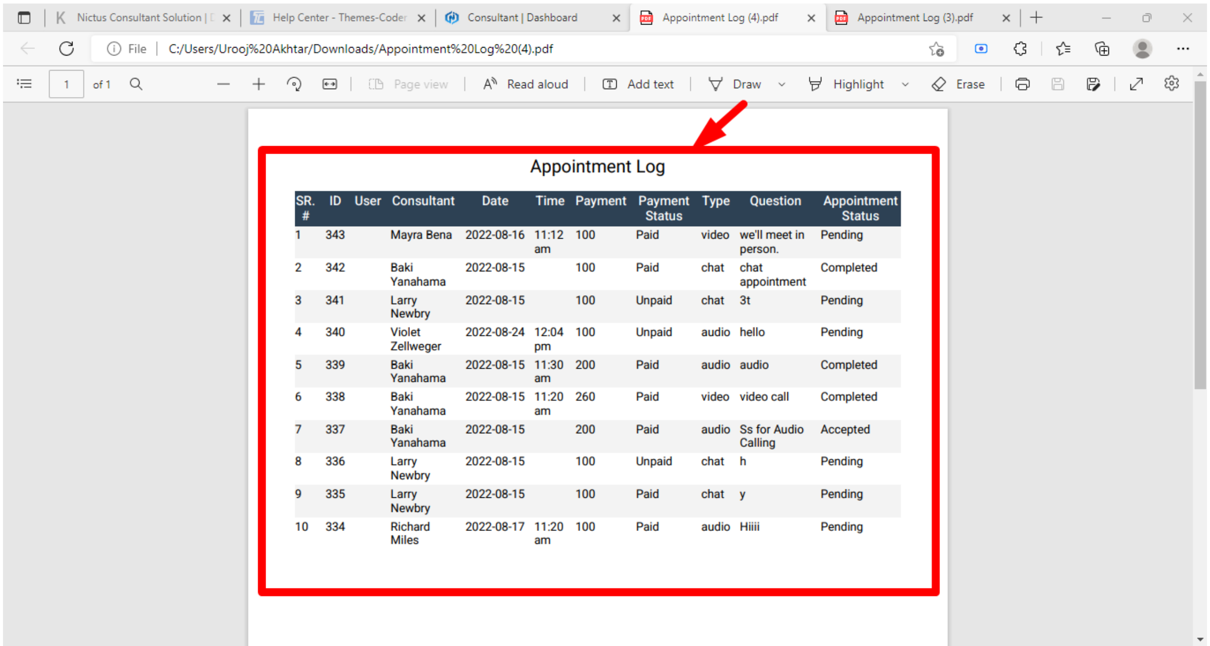
Step 1:



Step 2: you can open file from this “open file” button:



Step 3: Here is the downloaded file in PDF format:

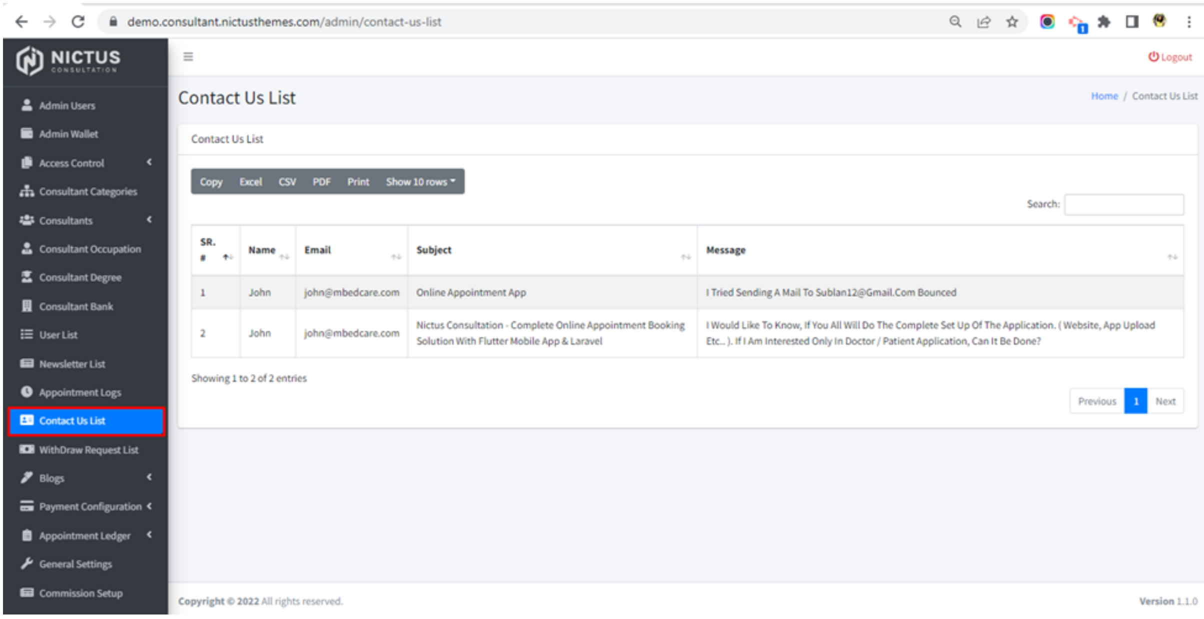


Appointment Log

SR. #	ID	User	Consultant	Date	Time	Payment	Payment Status	Type	Question	Appointment Status
1	343		Mayra Bena	2022-08-16	11:12 am	100	Paid	video	we'll meet in person.	Pending
2	342		Baki Yanahama	2022-08-15		100	Paid	chat	chat appointment	Completed
3	341		Larry Newbry	2022-08-15		100	Unpaid	chat	3t	Pending
4	340		Violet Zellweger	2022-08-24	12:04 pm	100	Unpaid	audio	hello	Pending
5	339		Baki Yanahama	2022-08-15	11:30 am	200	Paid	audio	audio	Completed
6	338		Baki Yanahama	2022-08-15	11:20 am	260	Paid	video	video call	Completed
7	337		Baki Yanahama	2022-08-15		200	Paid	audio	Ss for Audio Calling	Accepted
8	336		Larry Newbry	2022-08-15		100	Unpaid	chat	h	Pending
9	335		Larry Newbry	2022-08-15		100	Paid	chat	y	Pending
10	334		Richard Miles	2022-08-17	11:20 am	100	Paid	audio	Hiiii	Pending

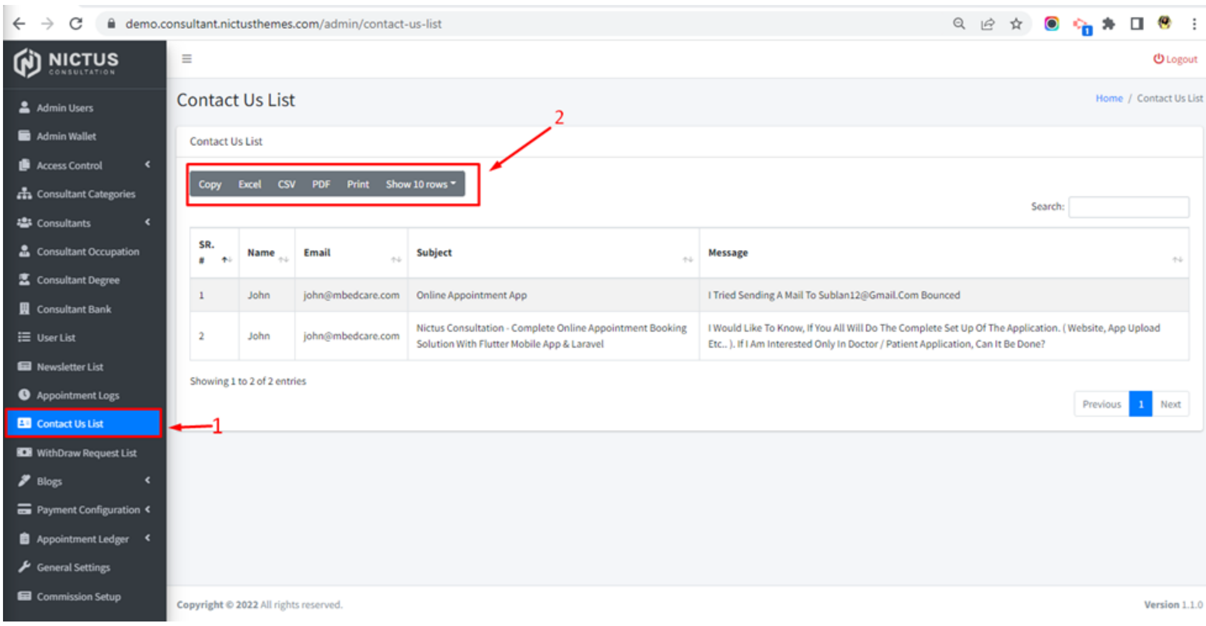
❖Contact Us List

If any user or consultants have any query to solve, they can contact the admin from contact us. Admin will respond to the given email.Admin find these Queries and questions to click on Contact us list and reply on their Email address.



Contact us file download:

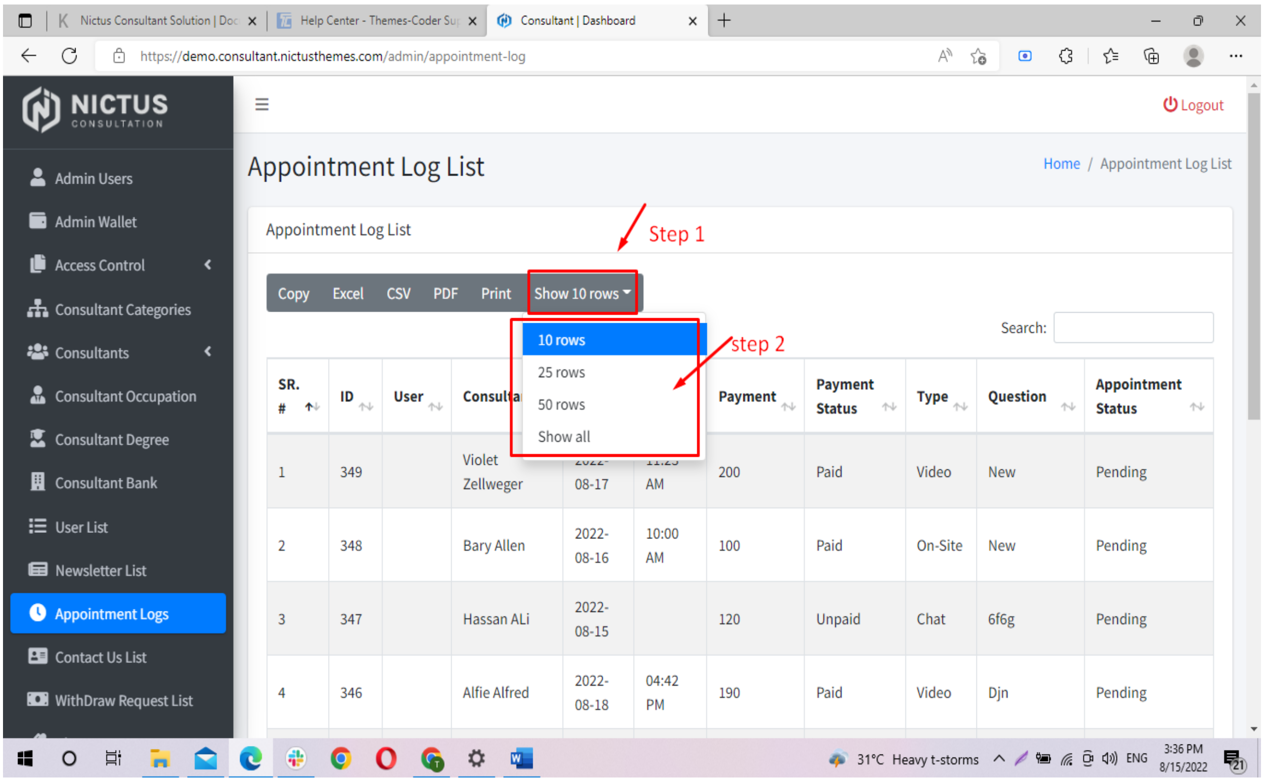
- Click on contact us list
- Click on desire format to download file



- Admin can Set the number of rows per page according to his desire:

Step 1:

- First admin will click on “show 10 Rows” button
- It will open a drop down menu
- Admin can select any tab according to his desire

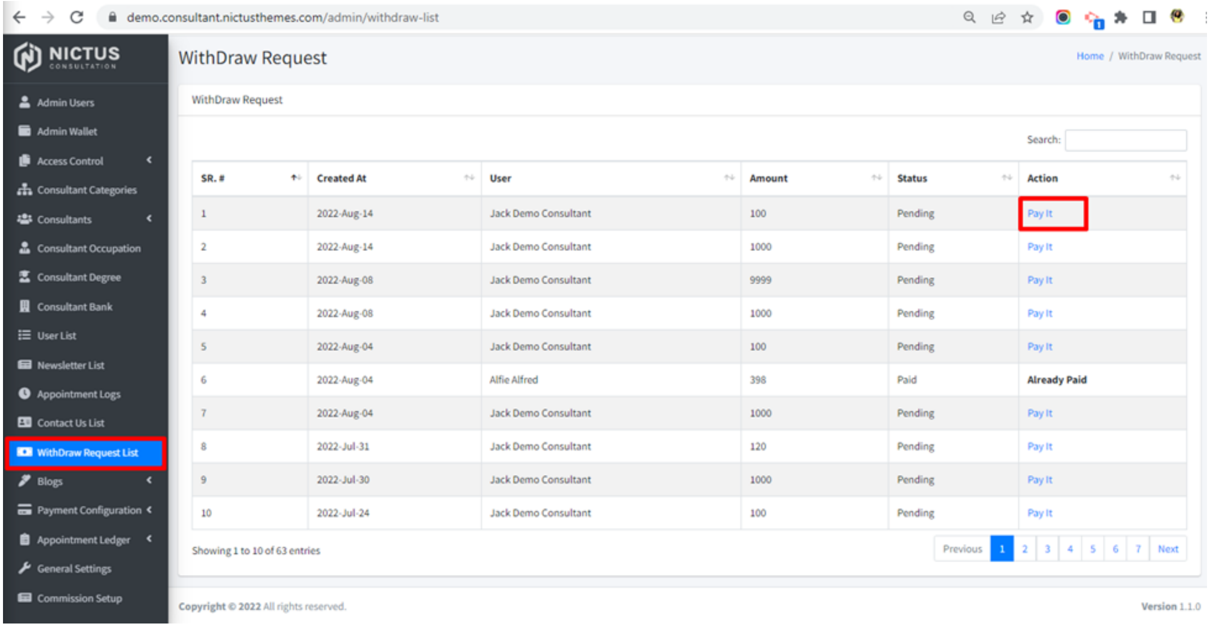


❖Withdraw Request List

After Successful meeting, the consultant can claim to withdraw his/her income/payment to the admin. Admin can accept the request and will change the status ‘pending to pay’.

How to pay:

- Click on Withdraw request list
- Click on pay it to pay amount to consultant

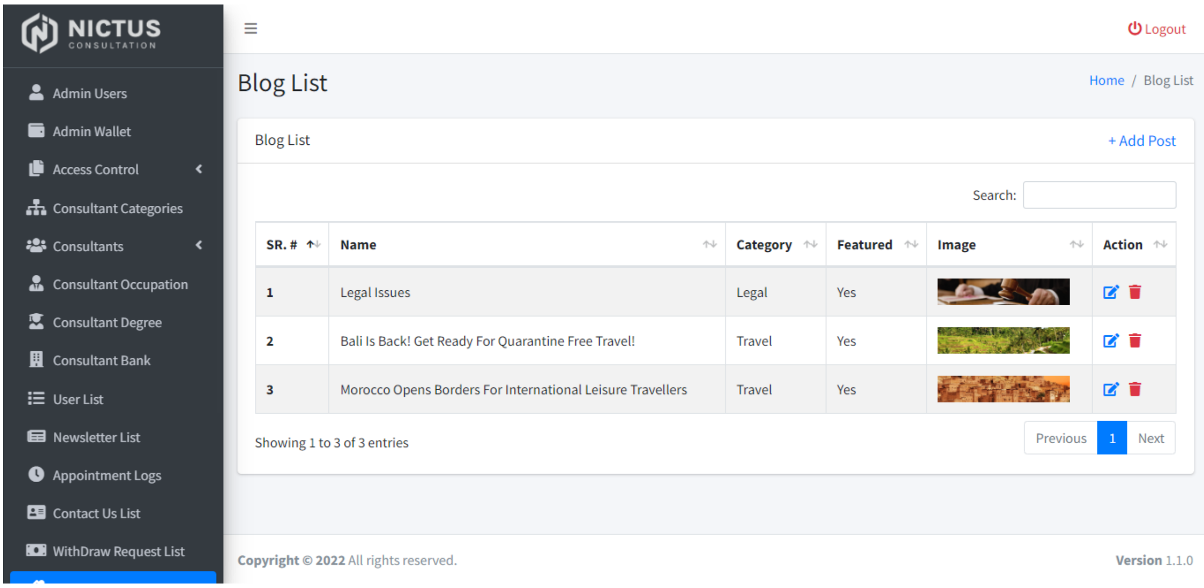


❖ BLOG'S

Why do we need blog's?

Blogs are informal articles written for the purpose of showing thought leadership and expertise on a topic. They are a great way to generate fresh content on a website.

How to Add A BLOG'S



On Nictus Consultation we have Two sections

1: Blog posts

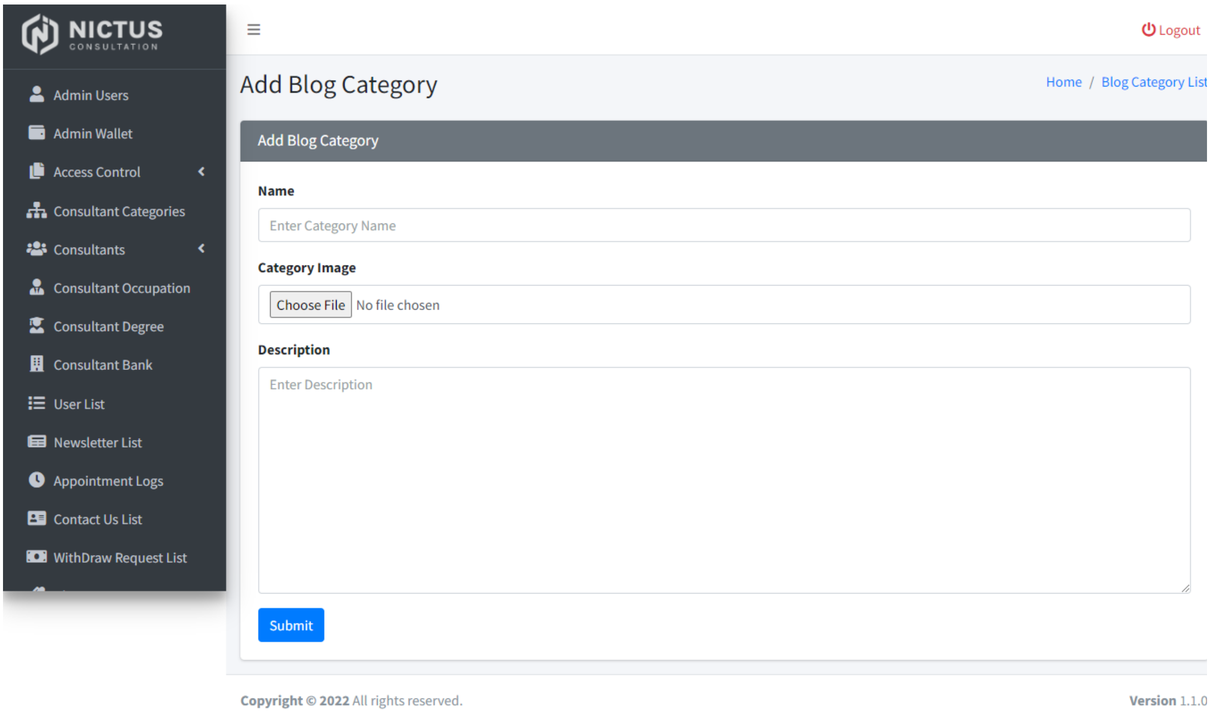
2: Blog category

Blog Category:

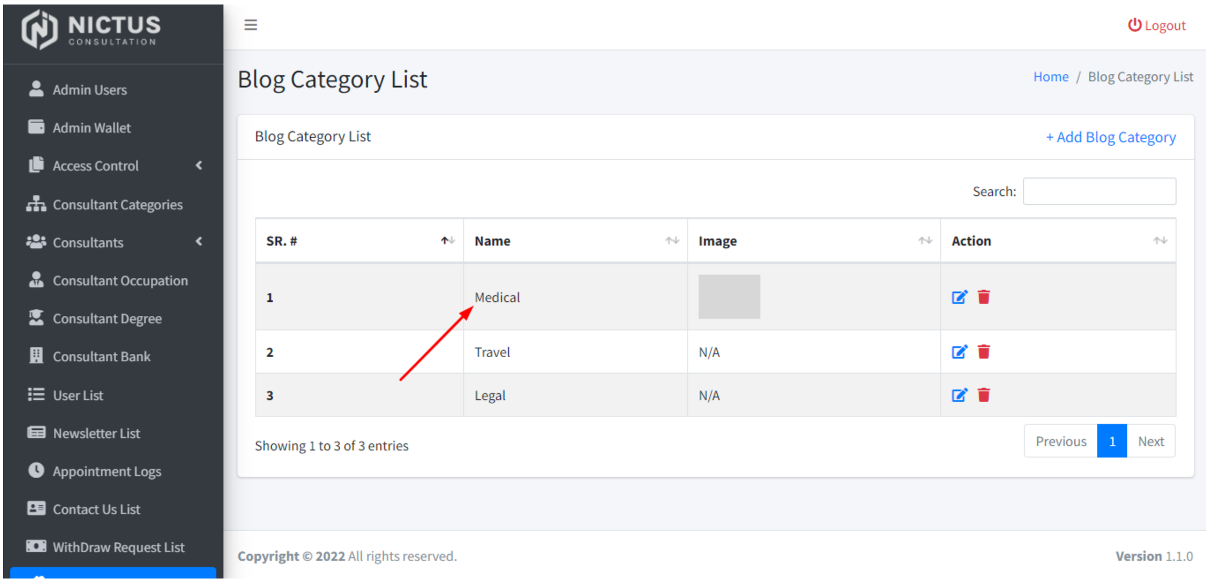
Blog categories are like chapters of a book; they provide a general overview of the topics you blog about.

On consultant First we add a category of blog then add a post according to that.

How to add a Blog category

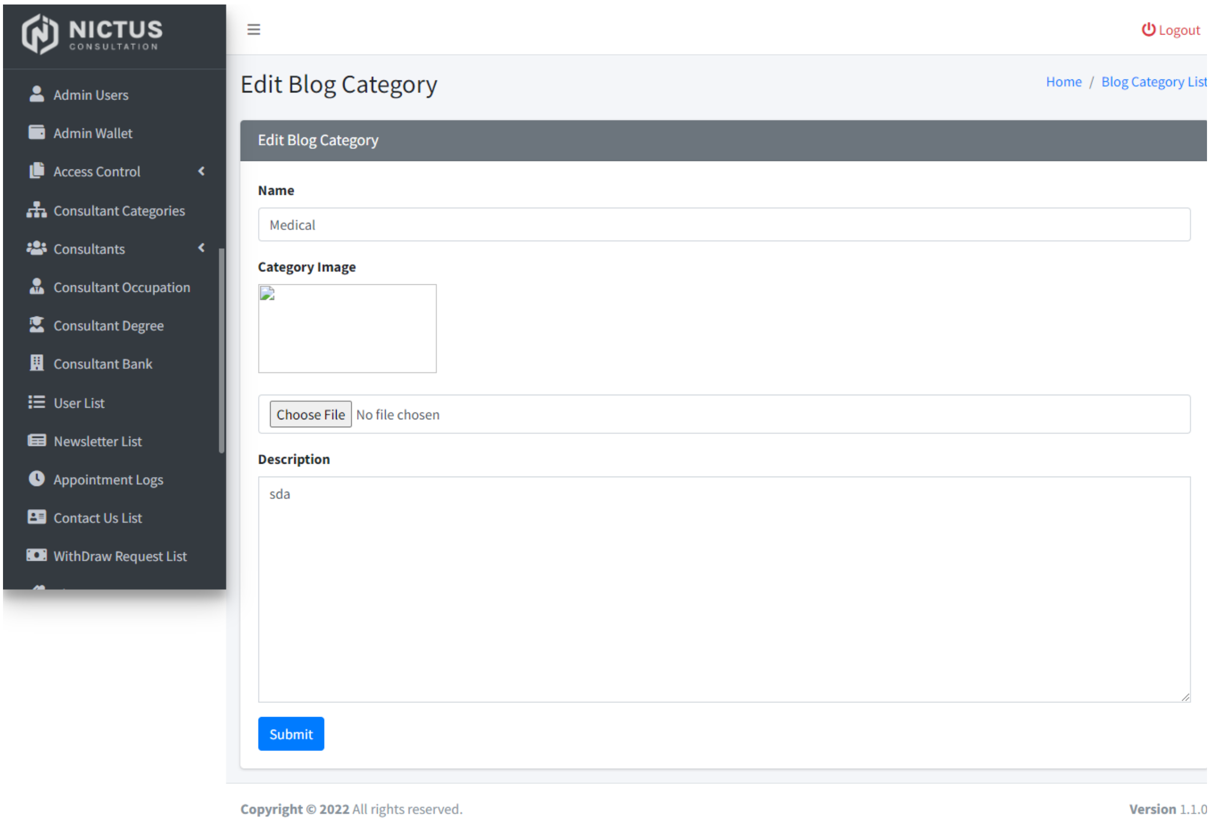


1. First admin enter the Name of category like if category is related to medicine then add that
2. Then add category images that represent the blog category .
3. On the third step Admin can describe the added category .
4. By clicking on submit button it will take the admin on index page



On index page admin have 2 option
Edit and Delete.
Also admin can search a blog category.

How to edit a Blog category?

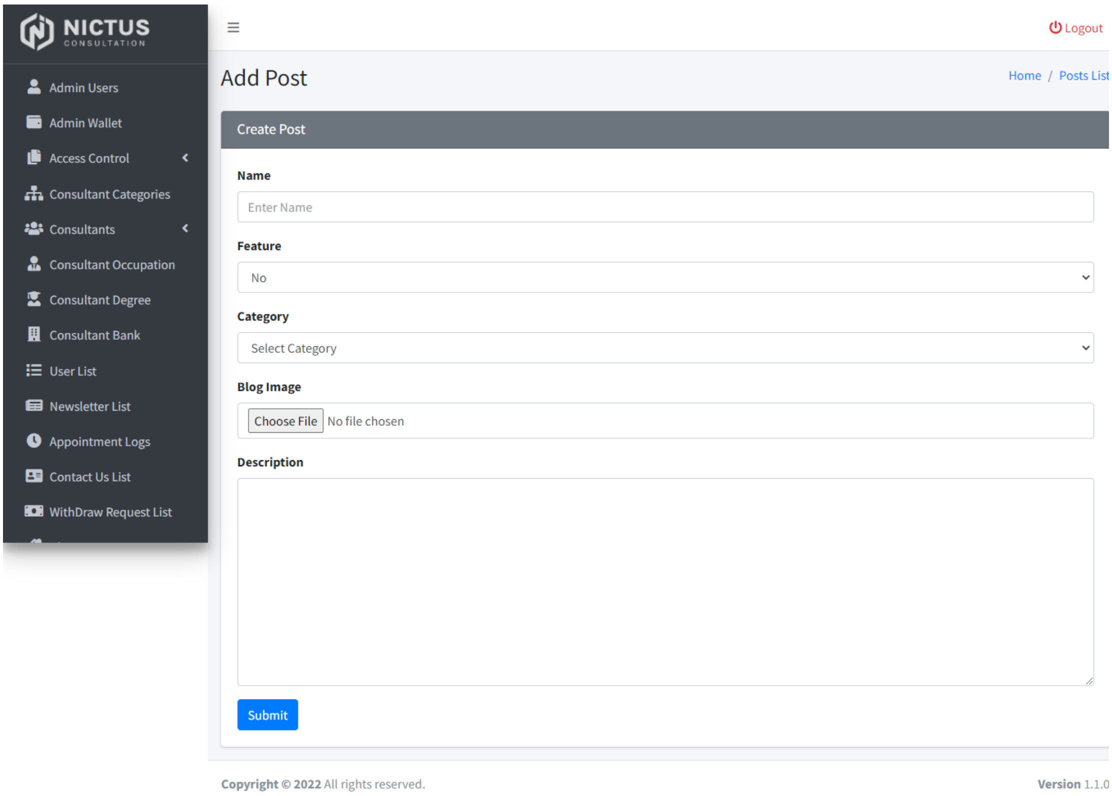


On index page click on "**edit**" button a form will open where already added data will show

Admin can simply make **changes** to what he/she needs.

Then click on **submit button** all changes will save and it auto redirect the admin on the index page

Blog post:



How to Add a post?

Step 1: Enter the Short name according to your blog

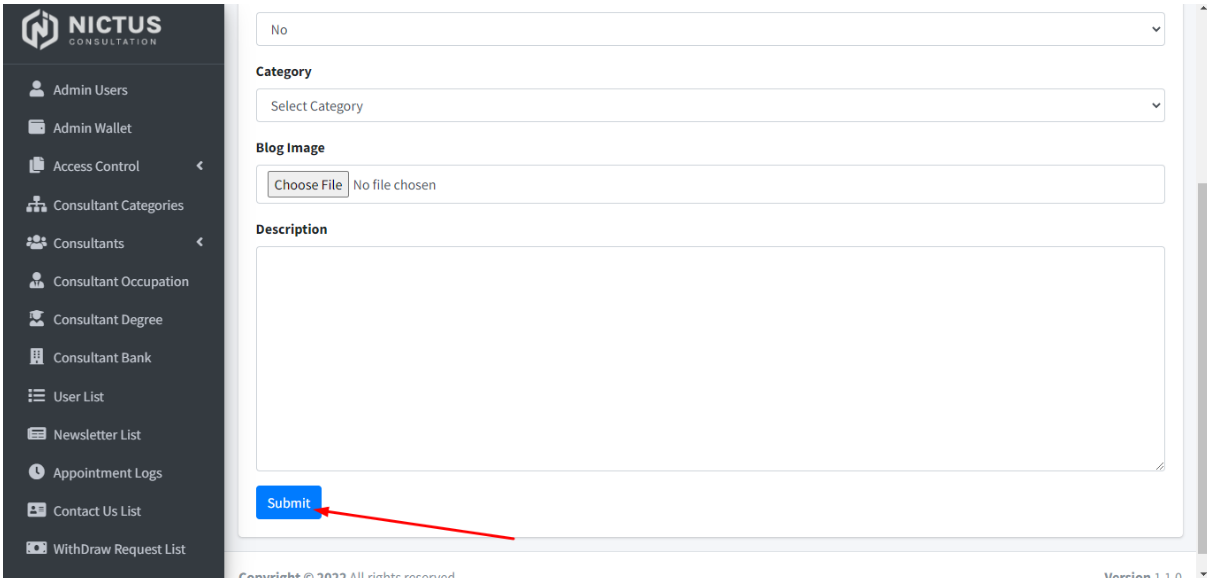
Step 2:Select the option if this post is featured or not

Step3: Select the category from drop-down section

Step4: Upload the Image that represent the blog post

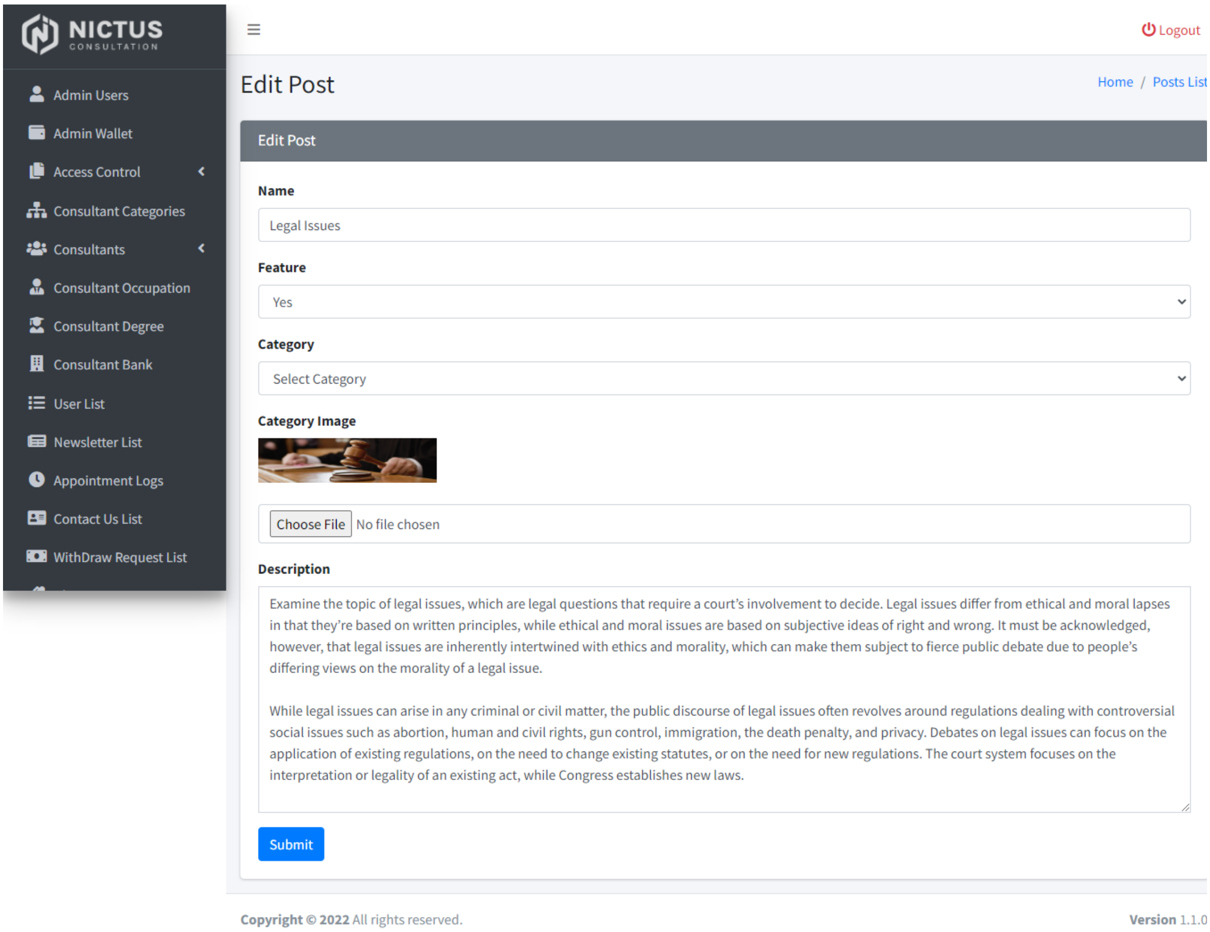
Step 5: Enter the description of your blog .

How to submit it?



By clicking on submit button .it will save the change and take the admin on the index page.

How to Edit a Blog post ?



On index page click on “**edit**” button a form will open where already added data will show Admin can simply make **changes** to what he/she needs.
Then click on **submit button** all changes will save and it auto redirect the admin on the index page.

❖Appointment Ledger

Appointment ledger has two options:

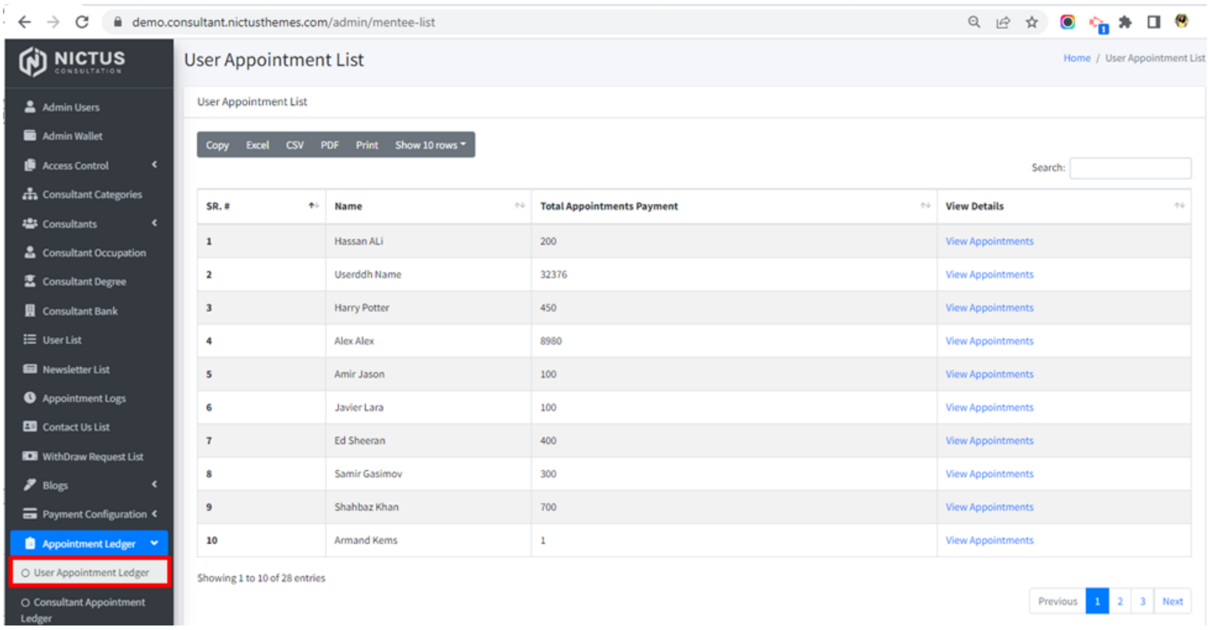
1) User appointment Ledger

2) Consultant Appointment Ledger

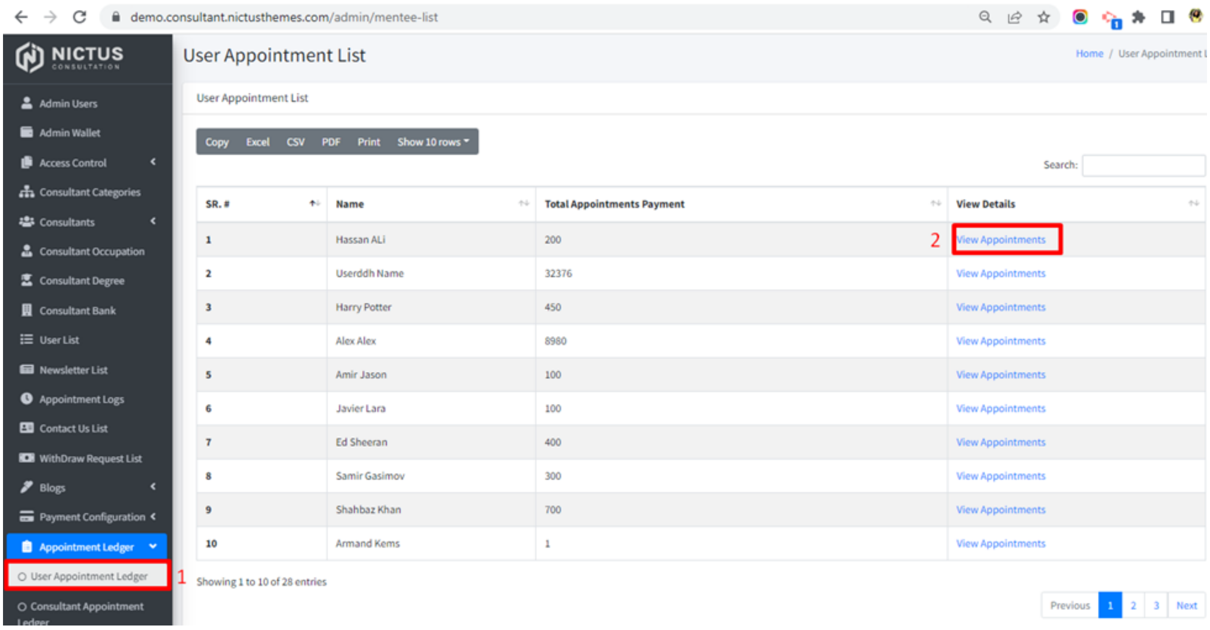
User Appointment Ledger

View all users’ appointment detail and payments details in User appointment Ledger:

- Click on appointment ledger
- Click on user appointment ledger

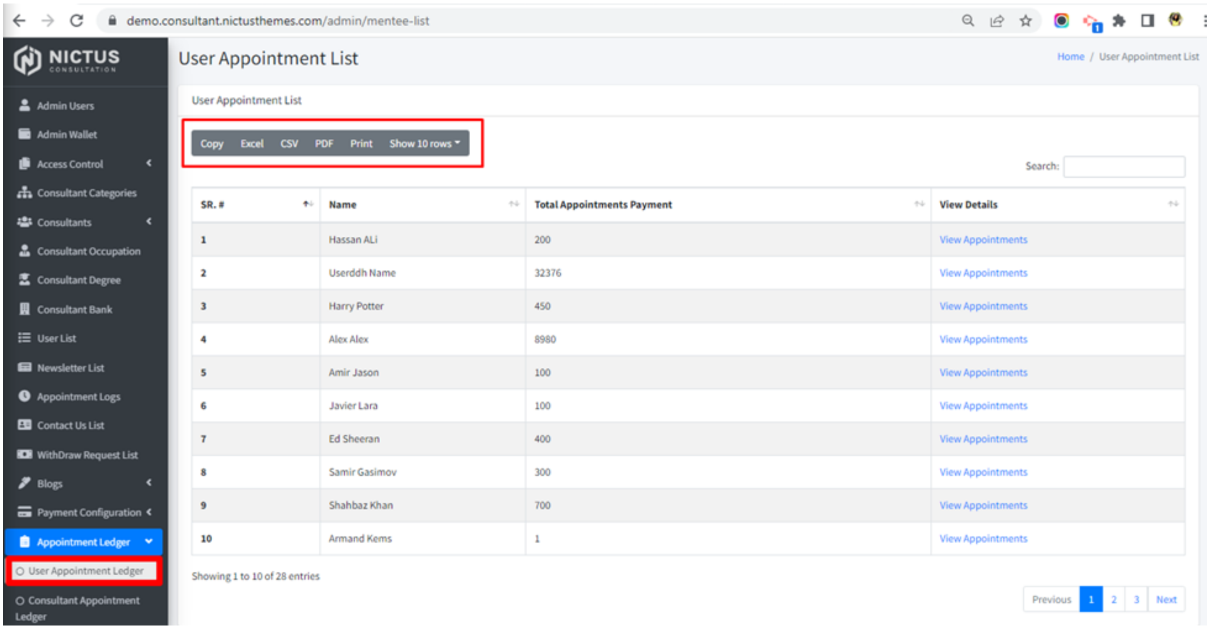


- For more details click on view appointments



Download user appointment list

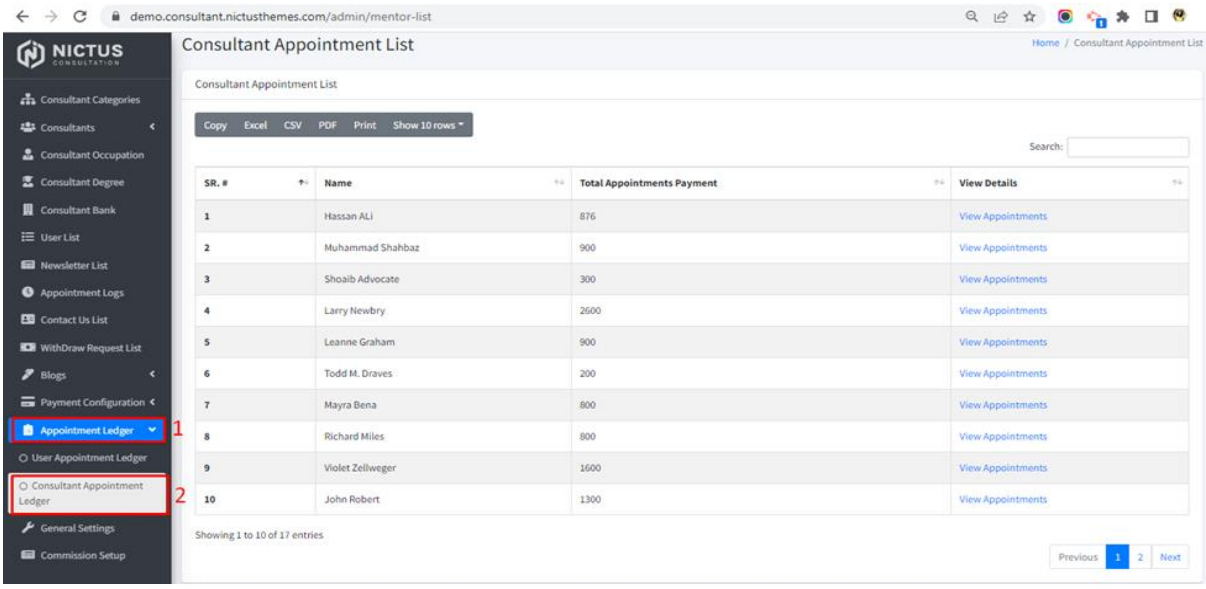
- Click on appointment ledger
- Click on User appointment ledger
- Click on desire format that want to download



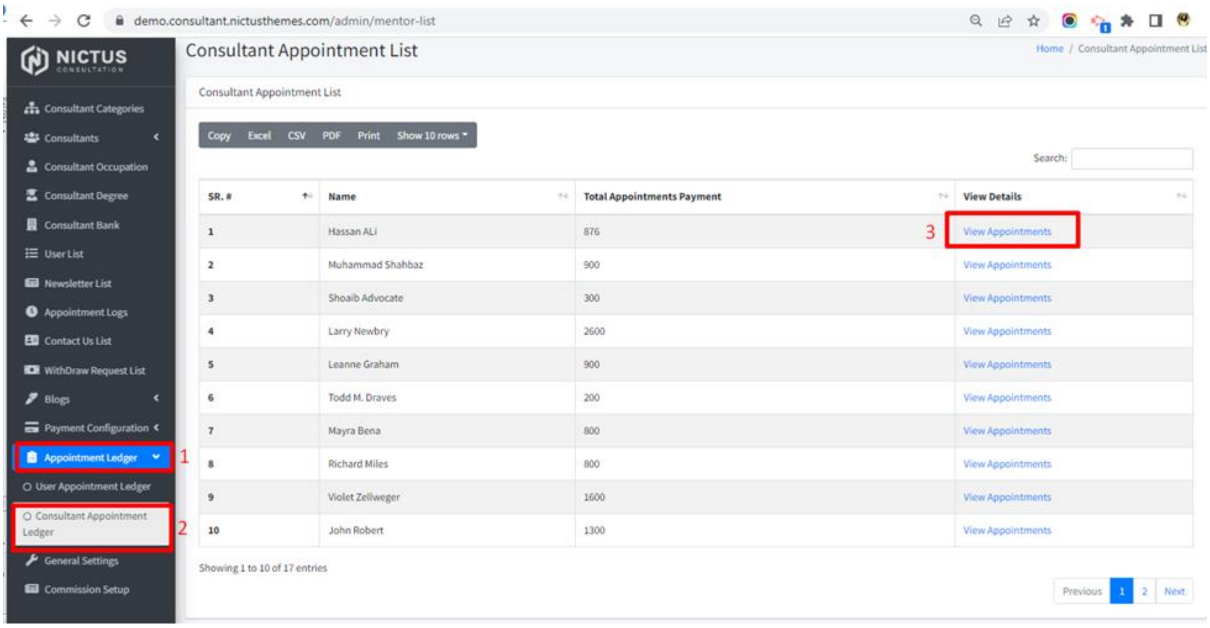
Consultant Appointment List

View all consultants' appointment and payments details

- Click on Appointment ledger
- Click on Consultant Appointment Ledger



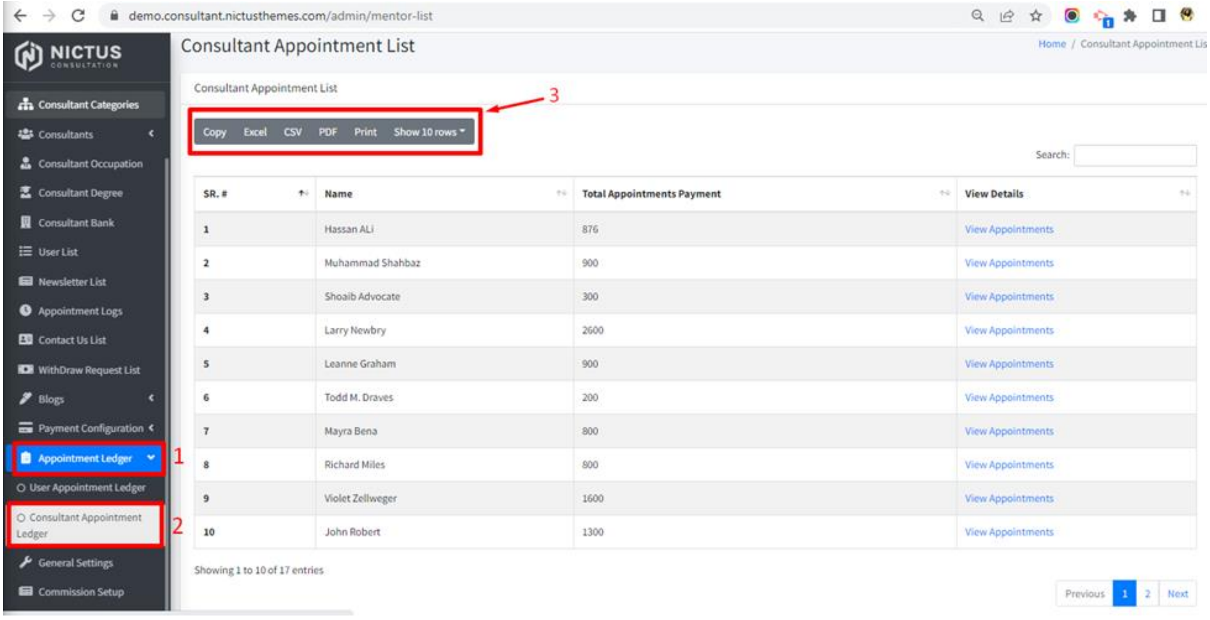
- For more details click on view appointments:



Download Consultant appointment list

- Click on appointment ledger
- Click on consultant appointment ledger

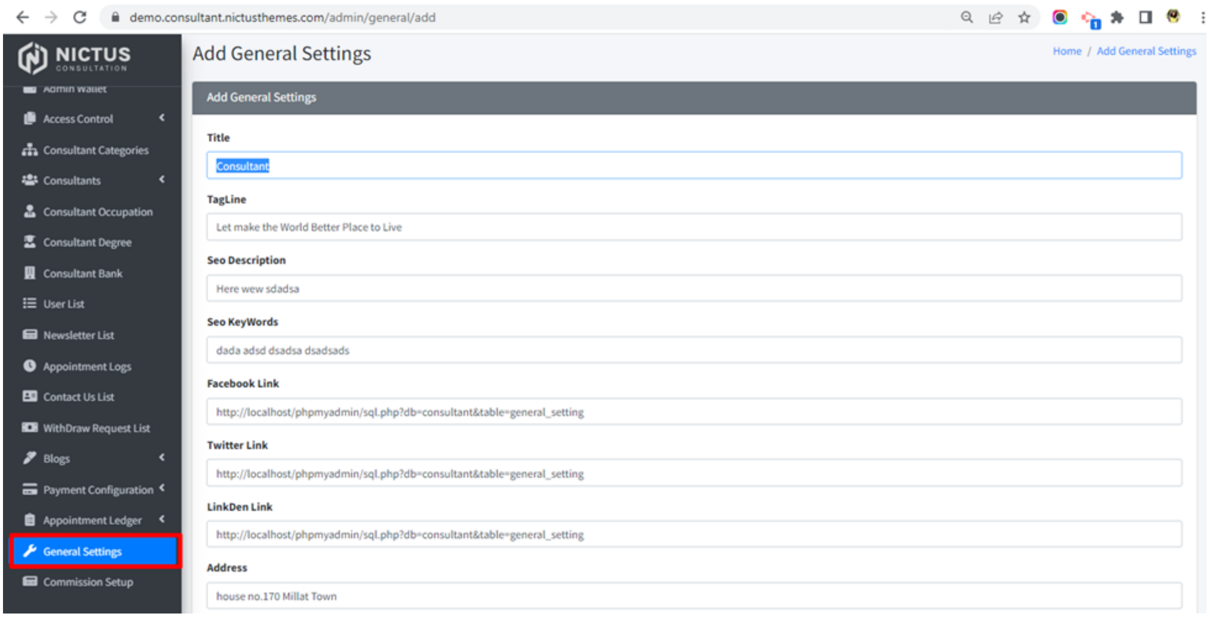
- Click on desire format that want to download



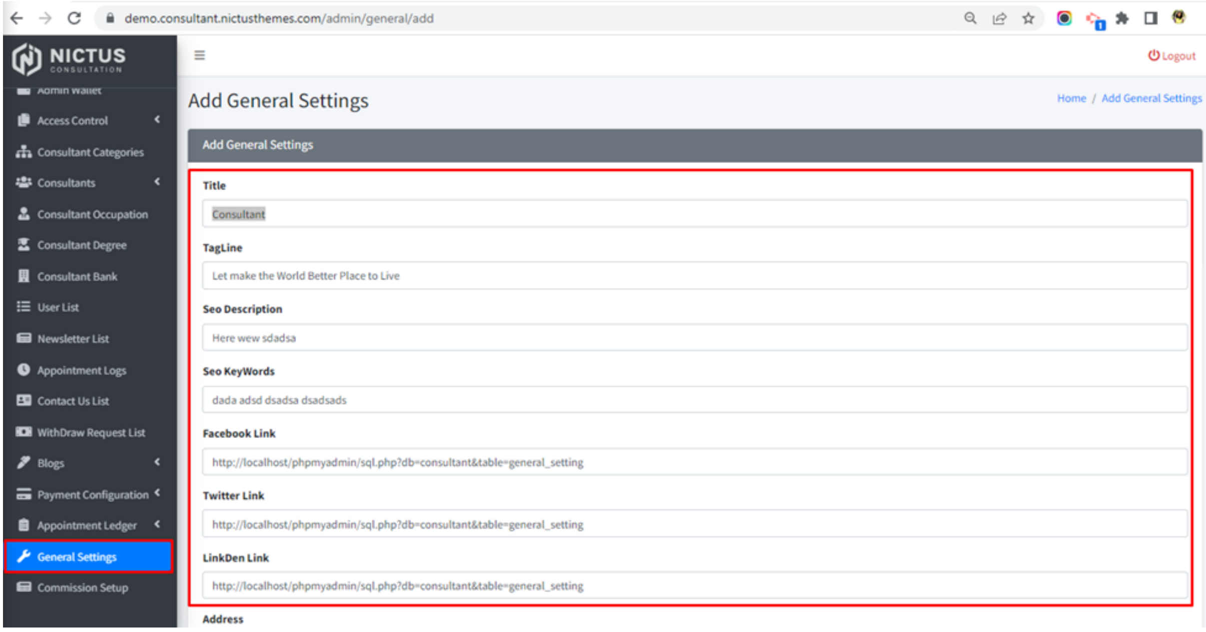
❖General Setting

In the General Settings, you can control the title, tagline, language, and more.

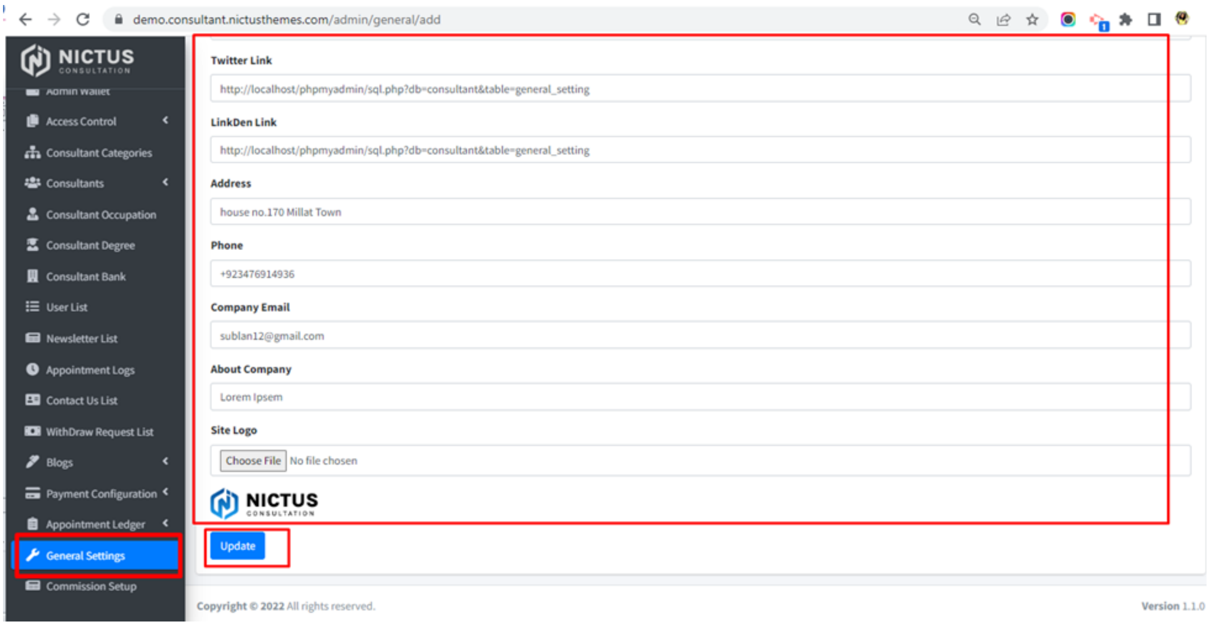
- Click on General Setting



- Changing your site Title, tagline and Description and social links



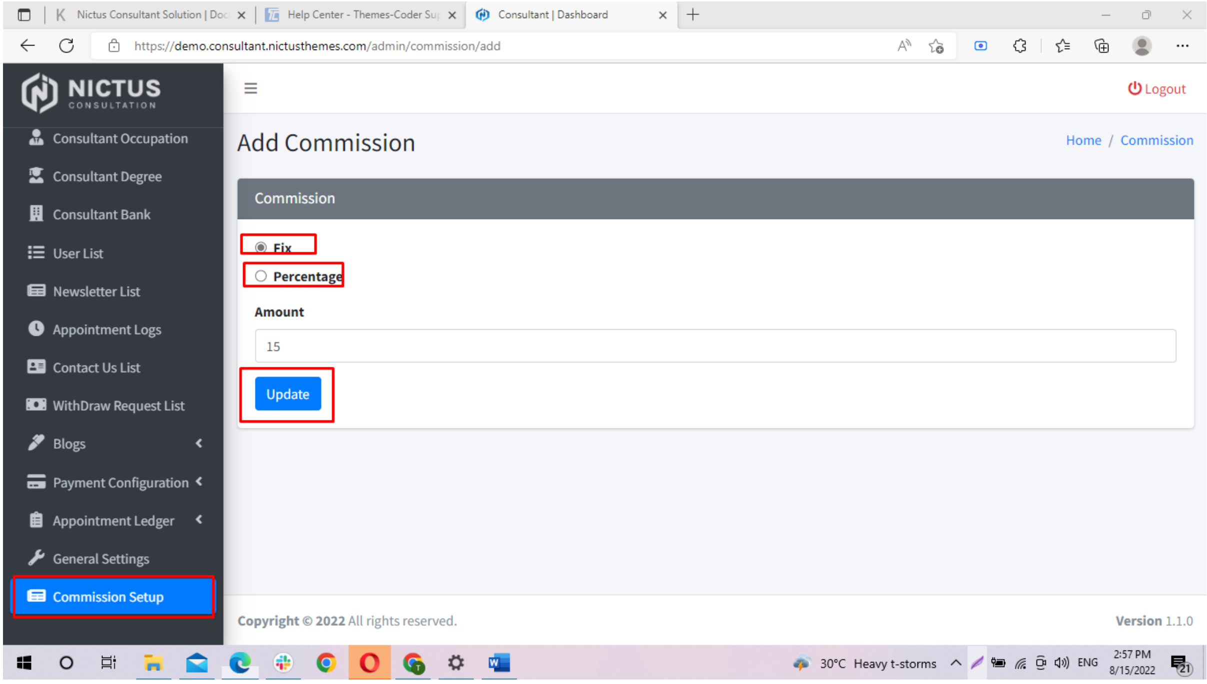
- Changing your site Address , phone , Company Email & About company
- Upload site logo
- Click Update



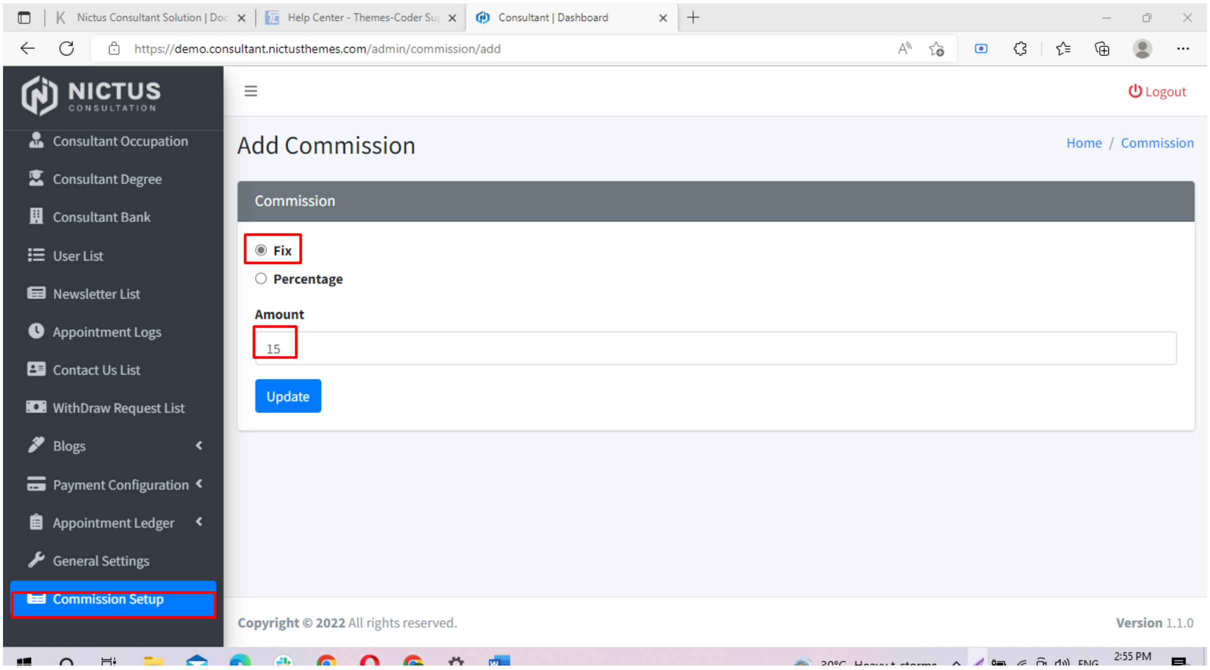
❖Commission Setup

Description:

Here Admin will set commission for consultants either in **fixed amount** or in **Percentage** and admin can update it any time accordingly.



1. **Fix Amount:** it means the consultant will pay a fixed amount of his/her earning for example if admin will set 15 Rs. in fixed amount and consultant is earning 100 Rs. He/she needs to pay 15Rs. To Admin.



2. **Percentage:** Here if admin will set commission in percentage as 10% the consultant needs to pay 10% of its earn amount, For Example if Consultant will earn 50 Rs. he/she need to pay 10% of 50 Rs to admin which will be 5 Rs.